

Heartland Christian Academy

Position: Teacher

Reports to: Director

Department: Instructional

Length of Contract: 10 months, renewed annually

Primary Purpose: To plan, organize and implement an appropriate instructional program in an elementary or secondary learning environment that guides and encourages students to develop and fulfill their academic potential.

Qualifications:

- Bachelor's Degree in education or content area preferred
- Florida State Certification preferred

Special Knowledge or Skills

- Spiritual maturity and clear relationship with Jesus Christ
- Regular church attendance and fellowship with a body of Christian believers
- Ability to communicate with all stakeholders verbal and written
- Strong organizational, communication, and interpersonal skills
- Must have the ability to arrive to work on a regular basis
- Punctual with work schedule and duties
- Ability to maintain an engaging learning environment
- Ability to maintain an orderly learning environment
- Ability to maintain confidentiality as required by law
- Use of Google Suite and relevant software/technology

Experience:

Relevant experience working with children

Major Responsibilities and Duties:

Instructional Responsibilities

1. Plan, prepare, and deliver lesson plans and instructional materials that facilitate active learning.
2. Develop assessments and procedures that are in accordance with established procedures
3. Instruct and monitor students in the use of learning materials and equipment
4. Use relevant technology to record lesson plans, grades, assessment, and behavior
5. Use recommended instructional accommodations to assist students to reach full academic ability
6. Establish and communicate learning goals and objectives for all learning activities
7. Use provided curriculum as required by administration

8. Meet annual learning objectives for courses
9. Maintain appropriate student behavior/discipline system by establishing rule and procedures, utilizing school based incentive program and behavioral program
10. Maintain accurate records of students' progress and development; maintaining records within time allowances provided by administration
11. Assign and grade class work, homework, assignments, and tests as required by faculty guidelines

Professional Development

1. Participate in professional development that aligns with school mission and vision statement
2. Participate in professional development that increases knowledge and understanding of job related responsibilities
3. Attend annual conference (as scheduled)

School/Community Relations

1. Articulate the school's mission to the community
2. Solicit support from the community in realizing the mission
3. Demonstrate awareness of school-community needs to all stakeholders
4. Ability to establish and maintain cooperative and effective working relationships with all stakeholders
5. Communicate effectively with family of students regarding student progress, concerns, and achievements within a reasonable time frame
6. Maintain a positive image of the school through personal activities, professional activities, and church involvement
6. Participate in community action teams and professional learning communities
7. Attend all required meetings
8. Attend all required family events
9. As able, participate in extracurricular activities organized by the school
10. Other duties as assigned

Instructional Responsibilities

As needed to fulfill scheduling requirements, the position requires teaching assignments as negotiated upon employment.

Supervisory Responsibilities

none

Working Conditions

Maintain control under stress, work with frequent interruptions, maintain appropriate student-teacher relationships; maintain appropriate classroom management and supervision of students; collaboration with other educators; ability to sit, stand, walk, and talk for extended periods of time