



## Westminster Christian Academy

---

**Job Title:** Westminster Christian Academy Upper School Teacher

**Department:** Faculty **2023-24**

**Reports To:** Academic Lead

**Classification:** Exempt – 10 month employee

**Benefits:** Applicable per designated classification

**Job Summary:** A Westminster Academy teacher must be a committed Christian who understands the mission and philosophy of the school and is willing to not only provide excellent instruction, but also guide students through Christian discipleship on all occasions. This individual is willing to serve as a Christian role model (I Timothy 4:12) both in and out of school (Luke 6:40), and as an example to parents and fellow employees in judgment, dignity, respect, and Christian living according to the WCA employment contract.

**The major responsibility of this position** is to develop and execute teaching plans for specific subject(s) in the Upper School program. The teacher will work with students to meet course standards and benchmarks.

**Essential Duties and Responsibilities** include teaching upper school students by performing the following duties:

*Instruction: Planning and Preparation*

- Use interactive teacher methods that support student engagement
- Conduct varied instructional approaches including small group and individual and classroom based on differentiated learning needs
- Utilize WCA approved curriculum to develop class activities while incorporating supportive resources
- Maintain current instructional information in the *Atlas* Curriculum mapping platform
- Resolve student confusion with clarified directions and procedures
- Naturally and regularly integrate biblical principles into his/her subject
- Collaborate, coordinate and team plan with grade level and content area teachers

*Assessment:*

- Provides adequate opportunities for students to demonstrate their knowledge and understanding
- Provides timely feedback to students
- Maintains grades and assignments on *Blackbaud* in a timely manner
- Assesses students fairly and accurately according to clearly stated class expectations
- Prepares students to score at or above benchmarks on appropriate national assessments

*Learning Environment:*

- Implements classroom procedures to ensure that the classroom is safe and comfortable for all students
- Provides a classroom environment that is a place of care and respect for all
- Establishes clear standards of conduct in the classroom
- Responds to student misbehavior with positive, consistent results
- Establishes a neat and tidy classroom, appropriate for learning
- Communicates importance of the work assignments
- Demonstrates a concern for all students' abilities

**Professional Responsibilities:**

- Keeps state certification up to date in specific area of teaching
- Completes administrative duties and arrives to meetings on time
- Dresses professionally and according to WCA dress code
- Adheres to the school's required procedures for communicating to parents
- Makes occasional, successful attempts to engage families in the instructional program
- Regularly demonstrates a positive and enthusiastic attitude about the WCA community
- Expresses a positive attitude toward administrative decisions even when not in agreement
- Fully participates in department meetings, vertical teaming, and other professional development
- Respects, works well, cooperates & collaborates with colleagues, staff, and administration
- Formulates decisions based on professional considerations
- Participates in school events
- Recognizes unsafe or inappropriate situations and environments
- Sets and meets annual goals that improve student learning
- Shows a commitment to the pursuit of constant professional improvement

**Community Relations:**

- Support and is accountable to the WCA mission
- Exhibit skill at conferencing with parents and extinguishing conflict
- Return phone calls and emails in a timely fashion
- Adhere to individual and school intervention plans for struggling students
- Stay up to date in what his/her students participate in, and frequently talk to them about it
- Share and highlight church participation, God's work in their life, and answers to prayer
- Demonstrate clearly the fruits of the Spirit

**Spiritual Formation:**

- Demonstrate spiritual maturity and desire to mentor and disciple students
- Maintain active participation in local evangelical church
- Treat students respectfully
- Develop discipleship relationships with students

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Bachelor's degree (B.A.) or (B.S.) from four-year college or university; Alabama State Certification and or ACSI Teacher Certification. Master's degree may be preferred but not required. Consideration may be given for highly qualified individuals who are willing to pursue credentials stated above.