



Westminster Christian Academy

Job Title: Westminster Christian Academy Lower School Preschool-5th grade

Department: Faculty

Reports To: Lower Campus Principal

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 in 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 a Lower School program. The teacher will work with students to meet course standards and benchmarks.

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

Instruction: Planning, Preparation, and Execution

Use interactive teacher methods

Conduct small varied instruction approaches including small group and individual and classroom based on differentiated learning needs

Utilize WCA approved curriculum to develop class activities while incorporated supportive resources

Maintains current instructional information in the *Atlas* Curriculum mapping platform

Resolves student confusion with clarified directions and procedures

Naturally and regularly integrates biblical principles into his/her subject

Collaborate, coordinate and team plan with second grade level teacher

Assessment:

Maintains grades and assignments on *Blackbaud* in a timely manner

Assesses students fairly and accurately according to clearly stated class expectations through comprehensive running records

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

Demonstrates a concern for all students' abilities

Professional Responsibilities:

Maintain a Professional Growth Plan

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
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:

Supports and is accountable to the WCA mission
Exhibits skill at conferencing with parents and extinguishing conflict
Returns phone calls and emails in a timely fashion
Adheres to individual and school intervention plans for struggling students
Shares and highlights church participation and God's work in their life
Demonstrates clearly the fruits of the Spirit

Spiritual Formation:

Demonstrates spiritual maturity and desire to mentor and disciple students
Maintains active participation in local evangelical church
Treats students respectfully, and students indicate that they can approach the teacher outside of class for help
Develops discipleship relationships with students

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty with proficiency. 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 in the area of Elementary Education. Master's degree may be preferred but not required.