

TKA Teacher Job Description

A teacher at TKA is a Christian who inspires students to learn the subject matter of his/her assigned area through the lens of God's Word, contributing to their development as mature Christians, consistent with The King's Academy philosophies, vision and mission statement.

Essential Job Functions

Planning

- Prepares lesson plans with clear and appropriate learner objectives
- Seeks to increase higher level thinking through student objectives
- Discerns and integrates biblical principles that relate to the lesson/unit
- Follows guidelines in the Teacher's Handbook in written plans and related activities
- Measures student progress through appropriate assessments
- Records a sufficient number of assessments in a timely manner

Instructional Presentation

- Begins class/day with prayer
- Implements educational best practices:
 - Opens lesson with a brief review of previous lesson's main points
 - Clearly states the lesson's objective
 - Writes the lesson objective on the board or includes in digital presentation
 - Communicates well with learners
 - Provides opportunities for students to become actively involved in the learning process and assesses/evaluates student progress
 - Incorporates activities that accommodate different learning styles
 - Implements lessons in a logical sequence
 - Shows interest and enthusiasm in learning
 - Demonstrates transfer of learning to daily living
 - Builds lessons on previously learned information or past experience
 - Circulates during class and involves the entire class in the lesson
 - Delivers opportunities to attain higher level thinking
 - Integrates biblical principles into the lesson
 - Accommodates for students with special needs
 - Integrates technology in classroom

Classroom Management

- Establishes a climate of care and love for students
- Maintains appropriate classroom behavior
 - Involves students in the instruction
 - Redirects students who are off task
 - Communicates clear expectations about responsible Christian behavior
 - Holds students accountable for their behavior
- Organizes time, space, materials and equipment efficiently for instruction
- Monitors physical environment
- Alert to all activity in the room
- Uses minimal class time for non-instructional duties and procedures

Professional Responsibilities

- Fully supports the philosophy and mission of TKA
- Engages in professional development and growth
 - Developing an individual plan for professional improvement
 - Participates in professional and personal growth activities with a positive attitude
 - Seeks to share materials and ideas
 - Evaluates the effectiveness of one's instruction
 - Applies constructive suggestions and other professional help

- Demonstrates a biblical lifestyle and leadership based on servanthood
- Shows respect and cooperates with all staff
- Keeps personal information concerning students confidential
- Completes necessary records and reports on time
- Uses school equipment and supplies responsibly
- Takes responsibility for supervising all students on the school campus
- Maintains a professional rapport at all times
- Participates in curriculum development, scope and sequence, and updating of maps
- Serves readily and effectively on committees and in leadership roles
- Promotes a positive attitude toward school in the community
- Partakes in school activities, including: Team Ministry, Mission Week, class trips, leading chapel, etc.
- Adheres to established policies and procedures
- Demonstrates acceptable written and oral communication skills
- Communicates effectively with parents about student progress/needs, including conferences
- Complies with TKA's professional dress code
- Observes attendance policy

Spiritual Responsibility

- Prays for and encourages peers, students and school families in their spiritual life
- Practices personal devotions such as prayer, reading God's Word, etc.
- Serves others within and outside the school community
- Models Jesus Christ in walk in speech and acts
- Submits to authority out of obedience to Christ
- Resolves conflicts in a biblical manner
- Seeks God's wisdom and discernment in all circumstances
- Demonstrates active membership and involvement in an evangelical church fellowship
- Attends staff devotions and prayer meetings regularly and is punctual
- Maintains an appropriate work/life balance

Professional Requirements

- Feels called by God to the teaching profession
- Possesses a bachelor's degree from an accredited institution, preferably in Education, with an emphasis in the area of instruction, or a related area (master's degree preferred)
- Certified by ACSI or willing to obtain ACSI certification within one calendar year of hire and maintain throughout tenure at TKA
- Willing to participate as leader or sponsor of at least one co-curricular activity
- Demonstrates an understanding of and a commitment to the distinctive qualities of Christian education

Physical, Environmental and Mental Requirements

- Regularly standing and walking around the classroom lecturing and monitoring students
- Regularly sitting at the computer requiring repetitive finger motion and manual dexterity
- Close visual acuity required for viewing a computer monitor, preparing and analyzing data and figures, transcribing and reading
- Hearing – ability to perceive sounds at normal speaking levels with or without correction
- Talking – expressing ideas by means of the spoken word to convey instruction to students, parents and other workers
- Ability to communicate effectively, even in stressful situations
- Primarily inside, classroom environment
- Occasional lifting of 5 to 20 pounds
- Subject to frequent interruptions and frequent deadlines
- Able to walk across large campus