



Position: **Elementary Teacher**

Classification: **Full-time, Salaried**

Reports to: **Elementary Principal**

Schedule: **7:50 am - 3:50 pm, M-F**

Mission: To teach Biblical truth in an environment of academic excellence that prepares students to impact the world for Christ.

Job Summary: The Elementary Teacher must be a spiritually sensitive individual who understands the mission and philosophy of Plaza Heights Christian Academy and is committed to promoting it as it becomes a reality in the lives of our students by manifesting it by precept and example through every practice as a Christian role model (1 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 conditions of employment outlined in the PHCA Faculty Contract. The teacher must be a born again Christian with spiritual maturity in academic and leadership abilities that will enable him/her to teach God's truth. The teacher must have the ability to communicate well with various types of people, handle confidential information appropriately, maintain a courteous, professional, and respectful attitude and integrity in all situations.

Employee Profile:

Spiritually, the employee shall possess characteristics that reflect:

- Acceptance without reservation of the PHCA doctrinal beliefs
- A strong clear Christian testimony
- A mature, godly spirit
- A person of faith and prayer

Personally, the employee's life shall reflect:

- A lifestyle of biblical integrity
- A spirit of dedication, commitment, flexibility, and responsiveness
- The ability to listen and respond to counsel



Duties and Responsibilities:

- Contribute to school system's effectiveness by identifying short-term and long-range issues that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of action; implementing directives
- Establish and adjust course outlines and objectives by following curriculum guidelines and school goals; modifying plans on the basis of student diagnostic and assessment procedures
- Convey information to students by using language concepts, examples, demonstrations, and teaching aids through such best practices utilizing the integration of technology with subject matter
- Complete educational requirements by scheduling and assigning instructional activities; following up on results
- Assess student learning by preparing, administering, and scoring tests; reviewing and correcting assignments; eliciting student questions and responses; evaluating application of learning to classroom project results
- Maintain student-learning results by providing instructional feedback; coaching; counseling, and disciplining students; planning, monitoring, and appraising learning results
- Maintain records by documenting learning accomplishments, attendance, and behavior
- Guide students' personal and social development by establishing rules and procedures for administrative matters, student verbal participation, and student movement within the classroom, between classrooms, and on the playground
- Help parents by providing academic information; suggesting available educational and social resources; addressing parents' concerns; answering questions and requests
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Maintain safe and clean working environment by complying with procedures, rules, and regulations
- Conserve resources by using equipment and supplies as needed to accomplish educational results
- Other duties as assigned by the Principal



Qualifications:

- State issued Teacher's Certification or ACSI issued Teacher's Certification in area of assignments
- Bachelor's degree in education and/or equivalent required subject hours
- Active member of a local Bible believing church; Born-again believing Christian with testimony of personal salvation in Christ Jesus

Physical and Mental Requirements and Work Environment Conditions:

- Talking – expressing ideas by means of the spoken word to convey instructions to students/parents and co-workers accurately, loudly or quickly
- Hearing – ability to perceive sounds at normal speaking levels with or without correction and to receive detailed information through oral communication
- Standing and walking for sustained periods of time – moving about on foot for lecturing and monitoring students in the classroom, as well as throughout the building and playgrounds
- Stooping, crouching, crawling and kneeling – ability to assist children with various needs (especially kindergarten ages)
- Climbing, Reaching, Pushing, Pulling and Lifting – ability to pick up small children as need as well as for classroom set up purposes; occasional lifting between 30 – 50 pounds
- Repetitive motion of the wrists, hands and fingers
- Close visual acuity required for viewing a computer monitor, preparing and analyzing data and figures, transcribing and reading
- Environment is primarily indoors in a classroom environment as well as intermittent outside weather conditions, including extreme heat and cold
- Works in a somewhat stressful environment dealing with a variety of challenges, deadlines and a varied and diverse array of learning needs and challenges at times