



Christian Academy Classroom Teacher Job Description

1. Teach subjects and classes as assigned using curriculum, supplementary materials, field trips, special guests, etc., to enhance them.
2. Do supervisory duty before and after school as assigned.
3. Hold help classes after school as needed (elementary) or as requested by students or parents (secondary).
4. Complete paperwork including the following:
 - a. Mid semester reports
 - b. Report cards 4 times a year
 - c. Inventories of classroom equipment/supplies
 - d. Administration of State tests
 - e. Recording grades and attendance on Permanent Record
 - f. Other paperwork as assigned or requested
5. Maintain proper classroom discipline, taking care of minor problems personally and referring major problems to the principal.
6. Be available to any parents or students who wish to have a conference.
7. Hold yearly conferences with parents of each student.
8. Carry out any other specific duties as assigned.

Faculty Responsibilities and Duties

1. Said Teacher will attend all faculty meetings, conferences, meetings with parents, counseling sessions with students, and preparation with for normal duties and may require additional time and, perform other duties which may be assigned by the administration, without additional compensation. Such things include attending student functions, i.e., athletic events, musicals, drama, etc.
2. The length of the school day shall be fixed by the school, as well as the hours of teaching and duties to be performed. The Teacher agrees that, in addition to the regular schoolwork to be performed, he will carry on a program of contacts with the parents of the students, pursuant to the directions of the leadership.
3. The Teacher's duties will involve not only the responsibilities ordinarily incumbent, but also those responsibilities related to the special spiritual ministry to which he or she is called - the training of the child in Christian faith and practices. In a very real sense, therefore, it is the expectation of the Administration that the Teacher will strive at all times to understand, appreciate, love and serve the pupils entrusted to him or her for instruction and that he (she) will, to the best of his (her) ability, provide for their fullest intellectual, physical, emotional and spiritual development. As a servant of the Lord Jesus Christ, the Teacher will faithfully attend the regular services of a local Gospel-preaching church as an example of the Believer.

4. The Teacher agrees to be present and on time for faculty devotions, and to remain in the building fifteen (15) minutes after classes have been dismissed. The Teacher also agrees to remain after school for such meetings and conferences as may be called by the administration.
5. The Teacher agrees to abide by the regulations set forth in the Faculty Handbook and any additions made during the year and to cooperate in every way with the school authorities.
6. The Teacher agrees to accept, without reservation (be it mental or verbal,) the school's educational philosophy.
7. The Teacher agrees to adhere to the Statement of Faith in the Teacher handbook
8. The Teacher agrees to follow the Biblical pattern of Matthew 18:15-17, Galatians 6:1 and by a resolve to utilize Biblical principles - always presenting a united front.
9. The Teacher will avoid highly debatable topics as much as possible, especially as they relate to denominational issues.
10. No employee of CAWNY shall engage in activities that would use students of CAWNY as possible contacts for commercial sales or financial gain.
13. Teachers shall have the right to inspect their personnel file.

Professional Qualification for Certification and Appointment

1. Teachers shall have a minimum of a Bachelor of Arts or a Bachelor of Science Degree from a recognized college or university. The requirement may be waived by the Board in the case of part-time teachers.
2. Teachers shall have had (or be willing to pursue) courses specifically pertaining to the area of Christian education and philosophy.

Spiritual Qualifications for Employment

1. Has accepted Jesus Christ as personal Lord and Savior (Rom 10:9-10).
2. Demonstrates a conviction that God has called him to become involved in a Christian school ministry (I Cor. 7:21-24).
3. Demonstrates consistent outward evidence of an inward Christian character (I Tim. 4:12).
4. Maintains a regular and contributing involvement in a church having a doctrine which is in agreement with the school's Statement of Faith, and which is scripturally sound in its teaching (Heb.10:24-25).
5. Is convinced of the importance of prayer and a daily time of meditation in the Word of God and actively pursues a relationship with God (Ps. 42:1-2).
6. Demonstrates spiritual maturity, a teachable spirit and has a clear conscience before God and man (Titus 2:2-8).
7. Has a workable knowledge of the Word of God, knowing how to feed himself spiritually (I Tim. 4:7).