



Job Title: Elementary Teacher

Reports to: Elementary School Principal

Principal Dept./School: Elementary School

Type of position: Full-time, 10 mo., annually contracted, exempt position paid on a salaried basis

Primary Purpose: To provide academic and spiritual leadership for students from a prayerful, Christian worldview. Focuses primarily on serving each individual student and ensuring that students meet academic standards and MCA's expected student outcomes. Consults with parents and administrators as an advocate for each student.

Qualifications:

- A clear testimony of salvation and a growing personal relationship with Jesus Christ
- Bachelor's degree required
- State teaching certification preferred
- Willing to pursue ACSI teacher certification
- Excellent written and verbal communication skills and ability to convey information and ideas in a clear, concise, and professional manner.
- Good organization and time management skills
- Ability to relate to students individually
- A life-long learner willing to continue his/her educational and personal development.
- A love for students is evident in his/her interactions with them.
- Interested in becoming an expert in his or her field, and who is highly qualified in the instructional methodology -- the pedagogy -- of teaching.
- Proficient in the use of technology for teaching and learning
- Demonstrates spiritual maturity and desire to mentor and disciple students

Major Responsibilities and Duties

Spiritual Formation:

- Seeks to model in speech, actions, and attitudes, a consistent daily walk with Jesus Christ.
- Shows by example the importance of prayer and unity for Christ followers
- Follows the Matthew 18 principle in dealing with students, parents, administration, and staff
- Leads students to the realization of their self-worth in Christ

Teaching and Learning:

- Plans diverse, effective, creative and engaging lessons that include: interactive activities, understanding and application of knowledge, and the nurturing of problem solvers and critical thinkers
- Naturally and regularly integrates biblical principles into his/her subject
- Skillfully establishes learning objectives for students consistent with curriculum objectives
- Willingness and ability to foster an affirming yet challenging environment where innovation and creativity are celebrated
- Provides timely feedback
- Keeps accurate records, ensuring that students are progressing appropriately and monitors progress through report cards, computer grading program, and other methods
- Seeks out, attends, and participates in ongoing professional development activities
- Maintains a calm and well-structured classroom environment

Community Relations:

- Willingness and desire to maintain excellent communication with parents, build interactive relationships, and address family needs within the parameters of the MCA mission
- Willingness to participate in school-based committees, in cooperative effort with other faculty and staff.
- Attends and supports school-sponsored student activities, and periodic parent partnership events.
- Supports and is accountable to the Medina Christian Academy mission.
- Responds to all email and phone calls within twenty four hours.

Professional:

- Utilizes educational opportunities and evaluation processes for professional growth
- Displays a teachable spirit
- Attends and participates in scheduled devotional, committee, and faculty meetings
- Knows and implements the procedures for dealing with issues of an emergency nature
- Contributes to the general improvement of the school program

Personal:

- Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality
- Meets everyday stress with emotional stability, objectivity, and optimism
- Exercises friendliness and consideration, treating each student impartially
- Uses acceptable English on written and oral communication and speaks with clear articulation

Evaluation: Teachers are evaluated multiple times by the Administration throughout the school year.

Ethics of Confidentiality:

MCA seeks to protect the privacy of the family. Often the teacher is with the student more hours in the day than the parent. The hours together and the relationships that develop can often cause the student to reveal confidences about himself or herself personally or about home life and lifestyle situations. It is incumbent of that teacher to respect those confidences and to use them in counseling and guiding the student. Do not share these items with your associates or gossip about them to anyone. Student records and grades are items to be discussed at school only for the purpose of helping the student. Because MCA is in a Christian environment, people will reveal confidences to staff. Respect for these confidences between teacher and parent, and teacher and teacher, must be maintained.

Personal issues of the teacher should not be discussed in the classrooms. In terms of our school public relations, it is important that the teacher not discuss MCA in a negative way with others.