



Alpha Learning Academy

The "Beginning" of a Life-time of Learning

Job Description for the Alpha Learning Academy Spanish Teacher

GENERAL DESCRIPTION

- Goal:** The teacher shall help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.
- Overview:** The teacher shall be a born-again college graduate, certified or certifiable, who feels called of God to the teaching profession. Other qualifications may be added by the administration as deemed appropriate.
- Contracted by:** Academy Board upon recommendation of the administrator
- Responsible to:** School Principal
- Supervises:** May supervise parent volunteers.
- Evaluation:** Teacher performance will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel and this job description.

REQUIRED PERSONAL QUALITIES

The teacher shall:

- Have received Jesus Christ as his/her personal Savior.
- Believe that the Bible is God's Word and standard for faith and daily living.
- Be a Christian role model in attitude, speech, and actions toward others.
- Be in whole-hearted agreement with the academy's Statement of Faith and Christian philosophy of education.
- Exemplify and articulate a saving and growing relationship with Christ. Be a person of Christian love, faith, truthfulness and virtue.
- Be active in a local church, with a substantial record of service and leadership in the body of Christ.

- Be in agreement with the *Alpha Learning Academy's* Mission, Vision, Statement of Faith and Philosophy of Education.
- Be passionate about educating children in a Christian environment, and about the grade/subject to be taught.
- Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."
- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
- Provide input and constructive recommendations for administrative and managerial functions in the academy.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and agreement with academy policy.
- Be committed to academic excellence.
- Be committed to personal life-long learning.
- Possess a Bachelor's degree (or Associate's Degree with several years of teaching experience).
- Make an effort to appreciate and understand the uniqueness of our educational community.

PERFORMANCE RESPONSIBILITIES

- Relate to students by loving them with the love of Christ, encouraging them to begin and/or develop a relationship with God through Christ, and challenging them to love God with all their heart, mind, soul and strength.
- Be a role model of Christian love, faith, truthfulness and virtue both in the classroom and in your personal life.
- Manage the class by setting clear expectations of behavior, establishing reasonable routines and promoting self-discipline based on Biblical principles.
- Teach students in a challenging, enthusiastic and age-appropriate manner. Ensure that within the year, the scope and sequence of skills assigned to the grade are taught to the students.
- Apply biblical principles and comply with school policy in administration of behavioral discipline in the classroom by establishing and enforcing rules for behavior and procedures for maintaining order among the students.

- Communicate clearly, frequently and regularly to parents and administration about academic and discipline issues regarding student.
- Observe and evaluate each student's performance, behavior, social development, and physical health on a regular basis and communicate the progress/concerns to the student, parents and administrator.
- Respond expediently to parent, student or cooperative staff member concerns and ideas.
- Assure the facility and equipment of the classroom is safe and well maintained.
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- Design lesson plans for assigned classes establishing clear objectives for all lessons, units, and projects, and communicate those objectives to students. Prepare adequate information and materials for a substitute teacher.
- Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritually, mentally, physically, socially, and emotionally.
- Prepare students for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks.
- Guide and counsel students with adjustment and/or academic problems, or special academic interests.
- Maintain accurate and complete student records as required by laws, Alpha Learning Academy's policies and administrative regulations.
- Stay current on the best practices in education and teaching, by attending professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence and to provide the highest quality educational environment.
- Attend and participate in the following scheduled meetings: devotional, in-service, retreats, committee, faculty, and Parent Teacher Fellowship as required.
- Inform the administration in a timely manner if unable to fulfill any duty assigned.
- Participate in various academy fundraising activities to include those that may require attendance beyond regular school hours.
- Meet everyday stress with emotional stability, objectivity, and optimism.

- Actively involve parents and other cooperative members in the life of the school, and promote fellowship.
- Perform any other duties that may be assigned by the administration.

Sign and Date job description reviewed: _____
Signature Date