



## **General Description**

**Position Title:** Upper Elementary Teacher (4th Grade)

**Job Summary:** The School Teacher shall prayerfully help fourth 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.

**Hired by:** Head of School

**Responsible to:** Lower School Principal

**Supervises:** N/A

**Evaluated:** An annual written evaluation is provided by the Head of School or designee

**Type of Position:** This is a contracted, exempt employee that is paid on a salaried basis.

## **Required Spiritual Qualities**

It is expected that the upper elementary teacher will:

- Maintaining a Christ-like example in daily living for your students and co-workers.
- Believe and actively support the **Statement of Faith of Parkway Baptist Church and Parkway Christian Academy** (attached).
- Actively participate and attend Parkway Baptist Church or a local church of like faith.

## **Required Professional Qualities**

It is expected that the upper elementary teacher will:

- Hold a bachelor's degree from an accredited postsecondary institution or is willing to participate in a program to complete such a degree within a specified time period.
- Ability to qualify for certification from accreditation agencies such as the American Association of Christian Schools (AACCS), Florida Association of Christian Colleges and Schools (FACCS), or Association of Christian Schools International (ACSI) or is willing to participate in a program to complete the requirements for certification within a specified time period.
- Demonstrate a reasonable level of computer literacy. Basic proficiency is needed in word processing, e-mailing, and accessing the Internet, ability to learn web-based student management systems such as FACTS.
- Possess evidence of other adequate preparation, background, or experience as determined by the school administrator.

## **Required Personal Qualities**

It is expected that the elementary teacher will:

- Have a passionate commitment to K-12 education.
- Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."
- Be an enthusiastic visionary, encouraging, self-starter with a high energy level.
- Be able to command the respect of all the school's constituencies, especially the students and their parents, the teachers and staff, and the pastoral staff
- Develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the

classroom and school.

### **Essential Job Functions - Accountabilities**

It is expected that the elementary teacher will:

#### **Spiritual Leadership**

- Maintaining a Christ-like example in daily living for your students and co-workers.

#### **Academic Leadership**

- Develop weekly lesson plans and post them in the school management system
- Develop and administer valid assessments (quizzes, projects, tests) that meet the objectives for each subject taught for the appropriate level.
- Track student success by grading, recording, and returning assessments promptly.
- Establish classroom routines, rules, and policies.
- Develop techniques and methods to actively engage students in learning

#### **Administrative Leadership**

- Develop positive interactions with colleagues and seek mentorships with others to enhance one's teaching and learning.
- Follow school policies, rules, and procedures.