



## **South Central Conference of Seventh-day Adventist JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Teacher
<b>FT/PT:</b>	Full-time (38.5+ per week may include some evenings and weekends)
<b>CLASSIFICATION:</b>	Exempt
<b>REMUNERATION:</b>	83%-102%
<b>REPORTS TO:</b>	School Principal
<b>SUPERVISES:</b>	Classroom Aids
<b>FUNCTION:</b>	The Teacher is responsible for providing an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, spiritual, and psychological growth. The teacher is to implement our Mission Statement. Applying the mission of Bethany Christian Academy will result in students achieving academic success in accordance with the South Central Conference of Seventh-day Adventists and Southern Union educational policies.

### **GENERAL RESPONSIBILITIES:**

- Provide opportunities for students to develop a love for and a knowledge of God.
- Develop lesson plans that align with the curriculum and educational standards.
- Deliver engaging and informative lessons using a variety of instructional strategies.
- Adapt teaching methods to accommodate diverse learning styles and abilities.
- Establish and maintain a positive and inclusive classroom environment.
- Manage student behavior effectively, enforcing classroom rules and expectations.
- Address disciplinary issues and encourage positive behavior.
- Create and administer assessments to evaluate students' understanding of the material.
- Provide constructive feedback to students on their academic performance.
- Keep accurate records of students' progress and achievements.
- Identify and address the unique needs of individual students.

- Provide additional support or challenges based on students' abilities.
- Collaborate with special education providers when necessary.
- Communicate regularly with students, parents and other stakeholders about students' progress and concerns.
- Attend parent-teacher conferences and meetings to discuss student performance.
- Collaborate with colleagues and participate in professional development activities.
- Stay updated on educational trends and best practices.
- Contribute to the development of revision of curriculum.
- Integrate technology and other resources into lesson plans.
- Engage in continuous professional development to stay current in the field of education.
- Ensure safety and well-being of students within the classroom and school premises.
- Follow emergency procedures and protocols.
- Presents a pleasant and Christ-like disposition at the workplace.
- Implements the Southern Union Adventist Edge initiative.
- Executes and enforces the NAD curriculum for the assigned grade or subject area.
- Implements policies of the school administration and conference office of education
- Secure and maintain adequate records that are required by the school administration and the conference office of education.
- Sustains required attendance and punctuality.
- Provides a positive and attractive classroom environment in which students are encouraged to learn.
- Supervises assigned students at all times.
- Develops parent partnership programs that enhance the classroom curriculum.
- Models professional and ethical standards when dealing with students, parents, colleagues, and community.
- Respects the position of the administration and the School Board

#### **OTHER**

- Attend worship on a regular basis.
- Attend monthly staff and departmental meetings.
- Supervise students during non-instructional times, such as lunch, recess and or after school activities (i.e. sports, dance/cheer, banquets, clubs etc.).

#### **MARGINAL DUTIES & RESPONSIBILITIES:**

- May present/lead worship.
- May assist in other classes/classrooms beyond regular assignment, as necessary or required.

#### **QUALIFICATIONS:**

***Must be committed to Jesus Christ, the beliefs and mission of the Seventh-day Church, and a Seventh-day Adventist church member in regular standing. If transferring into South Central Conference, must transfer membership within 6***

*months of hire.*

**Education & Experience:**

- Master's degree in education or related field, preferred.
- Bachelor's degree in education or related field required.
- Secondary teachers must maintain certification in relevant subject area.
- Must complete and pass background check(s).

**Language/Writing Skills:**

- Must have excellent verbal skills.
- Must possess strong analytical skills and pay keen attention to details.
- Must have the ability to communicate effectively to diverse group(s) of people in varied settings.
- Must be able to write in a logical, clear and grammatically correct way.
- Bi-lingual Spanish speaking, reading and writing may be helpful.

**Reasoning Ability:**

- Must have the ability to read, analyze and interpret common reports and documents.
- Must be able to respond to the needs and/or request of constituents, supervisors and others in a professional and timely manner.
- Must have the ability to plan and organize in a logical manner.
- Must be able to prioritize and multi-task in an efficient manner.

**Physical Demands:**

- Must be able to stand and walk up to 2/3 or more of the time.
- Must be able to sit up to 2/3 of the time.
- Must be able to use hand and/or fingers up to 2/3 or more of the time.
- Must be able to lift up to 15lbs up to 1/3 of the time.
- Must be able to hear and talk 2/3 or more of the time.
- Must be able to stoop, kneel, crouch, or crawl 1/3 to 2/3 of the time.
- Must be able to reach over shoulders 1/3 to 2/3 of the time.
- Must be able to climb stairs up to 2/3 of the time.
- Must have clear vision up to 20 inches minimally.

**Equipment Used:**

- Must be proficient in the use of the computer and various software packages.
- Must be able to use a standard telephone.
- May have to use general office equipment including fax machine, copier, calculator, typewriter, etc.

**Work Environment:**

- Must be able to work in a classroom setting with moderate to loud noise levels.
- May be exposed to outdoor weather conditions 1/3 to 2/3 of the time.

- Must be able to travel locally and regionally.

**Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.**

Revised 01/2024