



Job Description:

Title: Elementary Teacher

Direct Report: Principal

Job Summary:

Coastal Christian Academy (CCA) is a private Christian Elementary School and Preschool. CCA staff are called to love our Lord Jesus Christ and service Him, the students, and families through the ministry of education, using their gifts to support the mission of the school. The expectation of each teacher and staff member is to meet each child where they are spiritually, academically, and emotionally to teach and equip that child to live according to the scriptures.

The teacher is the primary instructor and caregiver to the students during the school day. They come alongside the parents to educate and care for their children in an academic environment. The teacher is to model solid Christian behavior and beliefs in accordance to scripture at all times. The goal is for the teacher to **disciple** students in developing Christ-like character, **educate** students with a biblical worldview and **prepare** students for their future with skills in communication, critical thinking and problem solving. This position is responsible to the Principal.

Qualifications:

- Profess Jesus Christ as your personal Savior.
- Believe that the Bible is God's Word and is authoritative on all matters of which it speaks.
- Model Christian beliefs, thoughts and actions toward others including a commitment to God's Biblical standards for sexual conduct.
- Place Christ and His Word at the center of all knowledge and learning
- Possess spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go".
- Have a teaching certificate from an accredited academic institution (some exceptions may be considered).

Essential Functions

Teachers are expected to:

- Honor Christ every day in every way, "set an example for the believers in speech, in conduct, in love, in faith and in purity".
- Integrate Biblical principles throughout all curriculum and activities
- Motivate students to accept God's gift of salvation and then help them grow in their faith and self-worth in Christ.



- Teach subjects following the curriculum scope and sequence. Any deviations or alterations must be approved by the Principal.
- Always keep proper discipline in the classroom and on the school premises.
- Always keep proper discipline on school outings
- Maintain a clean and well-ordered classroom.
- Plan thorough and well-ordered long-range lesson plans, daily lesson plans and homework sheets.
- Use a variety of instructional aides to provide for creative teaching to reach the whole child – spiritually, mentally, physically, socially, and emotionally.
- Plan approved field trips, guest speakers and other means of enhancing the curriculum.
- Maintain excellent communication with parents through face to face meetings, emails, phone calls, newsletters, etc. Provide parents with information regarding their child's progress or deficiencies. If deficiencies are noted, parents must be aware of a plan of action to address the deficiency(s) and what steps will be taken to try and achieve improvements.
- Alert administration of student deficiencies, how the teacher has communicated with the parents, and what steps are being taken to help the student if possible.
- Assess student learning on a regular basis through curricular testing and teacher observations and notations.
- Turn in accurate attendance records
- Follow the school-wide discipline plan – Simple, Foolish, Scorned, Wise.
- Respectfully submit to those God has placed in authority over them including the Principal, Office Administrator, School Board, etc.
- Attend and participate in scheduled morning devotions, in-services, staff meetings.
- Inform the administration if unable to perform any of the duties assigned to you.
- Prepare adequate information for a substitute if one should be needed.
- Supervise students at times on school grounds including recess and special events (assemblies, etc.) during regular work hours; and off campus during field trips or other planned events.
- Cooperate with School Board and administration in implementing all policies, procedures and directives, governing the operation of the school.
- Represent the school in a favorable and professional manner to the school's families and general public.
- Perform any other duties that may be assigned by the School Board and/or Administration.

Please complete the Teaching Application. Submit your completed application with resume and cover letter to admin@coastalsd.org