

## **Bell Shoals Academy Teacher Job Description**

**General Description:** To disciple students and actively engage in the BSA community in ways that promote student growth academically, spiritually, physically, socially, and relationally for the purpose of advancing the school's stated mission: "Is to provide an unrivaled, Christ-centered education that inspires and equips the next generation."

The BSA teacher ministers to students by providing instruction in all curricular areas from a biblical perspective by modeling what it is to think and live biblically. The ministry of the teacher includes both direct instruction and personal example as the teacher is "Living Curriculum" before the students.

### **Qualifications:**

1. Be a born-again believer, maintaining a testimony that is above reproach.
2. **Active in local, evangelical church.**
3. Bachelor's degree from an accredited college or university. In related field is preferable.
4. Valid ACSI and/or Florida teaching certificate. Teacher will have to become ACSI certified after year one.
5. Exhibit the gift of teaching and personality that lends to effective instruction in the classroom, and positive relations with colleagues, administrators, students, and parents.
6. Demonstrate a commitment to Christian education.
7. Be committed to building a Christ-centered community which values all ethnicities and cultures.
8. Be in agreement with the Bell Shoals Academy Statement of Faith and staff qualifications.

### **Essential Duties and Responsibilities:**

A. Teaching: The teacher has the responsibility to teach the content at each grade level(s) assigned by the administration. In implementing that assignment, the teacher is to:

1. Teach regularly scheduled classes as assigned.
2. Be informed as to the academic, social, spiritual, and behavioral needs of students.
3. Employ instructional methods, means, and aids to provide interesting, effective, and enthusiastic teaching/learning.

### **B. Teaching Tasks Include:**

1. Adequate preparation for each class including the meeting of objectives for each assigned curricular area.
2. Following the Scope and Sequence, Course and Unit objectives, and textbooks as provided or as modified with the permission of the school administration.
3. Maintaining all records as required by the School.
4. Teaching with methods and style that are consistent with the philosophy of the school, and the goals of the curriculum.
5. Following the policies of the school in instruction, homework, discipline, attendance, methods, and procedures so as to maintain an effective educational climate and the desired academic results.
6. Attending and participating in scheduled meetings, faculty devotions, in-service days, conferences, conventions, workdays, and other assigned professional duties.
7. Keeping the principal informed of the progress of students in the classes, including the needs of the students, the needs of the teacher, and the need for instructional materials.
8. Following the master schedule in the time management of the school day, including the specific functions required in those assigned times.

9. Providing adequate supervision for assigned students in the classroom and common areas of the school to insure the health, safety, and well-being of the students.

10. Maintain active communication with parents initiating contact when appropriate and responding to parent communication in a timely manner.

**C. Non-teaching tasks/responsibilities include:**

1. Maintaining all additional records as they pertain to the management of the School and its resources as required by the school administration (inventory/materials/supplies).
2. Providing proper supervision of students in car loading areas, on field trips, and other school related activities.
3. Attending school events as required, and as to support the total operation of the school, one's colleagues, and the school student body.
4. Providing spiritual counsel to students, parents and colleagues. Identifying spiritual needs and using the Word of God to meet those needs.
5. Maintaining required professional development and credentials, and further one's professional competence by being involved in professional growth activities.
6. Meeting other requirements and obligations of the school as indicated by the administration.

**Knowledge, Skills, and Abilities:**

1. Understanding of and appreciation for discipleship and the developmental needs of students.
2. Ability to work effectively with a variety of learning styles.
3. Experience in curriculum development is preferable.
4. Experience in use of technology for instruction is preferable.
5. Teaching certification in related subject area or grade level is preferable.
6. Must possess a positive attitude and work well with others.
7. Ability to exercise discretion and utmost professionalism in confidential & sensitive student/family matters.
8. Ability to communicate effectively, both verbal and written.
9. Demonstrate flexibility in response to changing conditions.

**Physical Demands:**

1. Required vision to read small print.
2. Requires the mobility to stand, stoop, reach and bend. Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
3. Requires the ability to stand for long periods.
4. Requires lifting, pushing and/or pulling which does not exceed 25 pounds and is an infrequent aspect of the job.
5. Is subject to normal inside and outside environmental conditions.
6. Mental acuity to perform the essential functions of this position.