



# EVERGREEN ACADEMY

*Educating Students...Training Leaders...Commissioning Warriors*

## ELEMENTARY TEACHER JOB DESCRIPTION

**JOB SUMMARY:** The teacher shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christian men and women to the praise and glory of God, in conjunction with the vision and mission of Evergreen Academy. “Our VISION is to cultivate serious followers of Jesus Christ, students educated with excellence, who will advance the kingdom of God in their generation by Christian influence and impact. Our MISSION is to develop Kingdom leaders who are marked by academic achievement, biblical worldview, a solid grasp of Christian history and the best traditions of Western Civilization, and energized by a personal commitment to Jesus Christ.

**Classification:** Full-Time

**Responsible to:** Head of School

**Supervises:** Students

**Evaluation:** Faculty performance will be evaluated in accordance with this job description

**General Description:** The teacher’s goal is to impart in students the knowledge, wisdom, and information in a biblical manner. To plan, instruct, and organize instructional environments which help students learn subject matter and skills that will contribute to their spiritual, educational, and social development. The teacher will:

- Plan, prepare, and deliver engaging and effective lessons that align with our curriculum standards (i.e. Oklahoma Academic Standards)
- Motivate students to accept God’s gift of salvation and model a Christian lifestyle to them
- Ensure that the classroom work environment is Christian-based, nurturing, wholesome, and loving
- Work with the administration and staff to address the spiritual formation needs of the students
- Have a thorough understanding of the Christian philosophy of education that will help in providing leadership and guidance in the development of and commitment to a Christian worldview
- Integrate biblical principles and the Christian worldview throughout the curriculum and activities
- Teach classes following the prescribed scope and sequence as scheduled by the administration
- Ensure that his or her school classroom reflects a professional and Christian environment
- Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child - spiritual, mental, physical, social and emotional
- Regularly assess the learning of students, and provide progress reports as required
- Participate in continuous professional development through professional reading, college course work, in-services, workshops, and conferences to maintain knowledge of best practices in education
- Provide a strong learning environment by keeping proper discipline in the classroom and other areas
- Maintain a physical presence with the students by attending and, when possible, participating in school chapels, athletics events, and other presentations
- Maintain regular and accurate records of attendance and grades to meet the demands for a comprehensive knowledge of each student’s progress
- Keep students, parents and the administration adequately informed of student progress or deficiencies and give sufficient notice of student failure
- Participate in beginning-of-year staff orientation, staff devotionals, staff meetings and parent-teacher



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## **CREDENTIALS AND CALLING: Each classroom faculty member must:**

- Have a saving relationship with Jesus Christ
- Have a strong desire and willingness to disciple students.
- Have a bachelor's degree from an accredited university in the area of instruction.
- Be an active member of a Bible believing church
- Have a love and passion for God, students, and subject area taught.
- Be called by God to teach at Evergreen Academy
- Agree to support and sign the EA Statement of Faith
- Agree to support and sign the EA Lifestyle Statement
- Be willing to apply for and maintain an accreditation certification.
- Have completed or be willing to complete the a Philosophy of Christian Education course prior to or during the first year of employment as well as related Bible credits that are required by the accreditor.

## **SPIRITUAL: Each classroom faculty member must:**

- Be committed to learn how to effectively disciple students.
- Demonstrate his/her Christian walk as defined by John 3:3 and I Peter 1:23.
- Seek to be a role model in attitude, speech, and actions a consistent daily walk with Jesus Christ.
- Show by example the importance of Scripture memorization and study, prayer, witnessing, and unity of Christian fellowship.
- Follow the Matthew 18 principles in dealing with students, parents, staff, and administration and covenant to refrain from gossip or slander. Commit to speak of the issue or difficulty in question only with those directly involved or with those with the authority to bring clarity to an issue.
- Motivate students to accept God's gift of salvation and grow in their faith.
- Lead students to a realization of their self-worth in Christ.
- Make every effort to join the faculty in devotions and to encourage colleagues.

## **INSTRUCTIONAL: Each classroom faculty member must:**

- Recognize the role of parents as primarily responsible before God for their child's education and partner with them in the task.
- Teach all subjects through a Biblical Worldview lens focusing on teaching student's God's truth.
- Teach classes as assigned following prescribed scope and sequence as scheduled by the administration.
- Plan broadly using plans, objectives, and Oklahoma Academic Standards with lesson plans.
- Maintain curriculum guides with biblical integration for all subjects taught in Curriculum Traks.
- Create grade-level and end-of-course benchmarks that will be worked into an overall curriculum map during each school year.
- Integrate Biblical principles throughout the curriculum.
- Effect students' learning the mastery of the subject materials by utilizing valid teaching strategies and techniques to achieve curriculum goals within the framework of the school's philosophy.



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- Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work within the curricular program of EA.
- 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.
- Plan through approved channels the balanced use of field trips, guest speakers, and other media.
- Use homework effectively for drill, review, enrichment, or project work.
- Assess the learning of students on a regular basis and provide progress reports as required.
- Grade all major tests and assignments within 2 business days and post the results on FACTS.
- Keep proper discipline in the classroom and on the school premises for a good teaching environment.
- Respond in a timely manner to parent complaints and to parent requests for help or information.
- Inform the administration if unable to fulfill any duty assigned.
- Prepare adequate information and materials for a substitute teacher.
- Maintain Online Classroom in the FACTS Learning Management System such that any student absent may continue learning while working from home.

## **NON-INSTRUCTIONAL: Each classroom faculty member must:**

- Assist the school board and administration in implementing all policies and procedures.
- Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
- Keep students, parents, and the administration informed of progress or deficiencies.
- Maintain appropriate professional decorum in conversations and interactions with students and parents.
- Maintain a clean, attractive, and organized classroom.
- Supervise extra-curricular activities, organizations, athletic events, after-school duties, and outings.
- Support the broader program of the school by attending extra-curricular activities when possible.

## **PROFESSIONAL: Each classroom faculty member must:**

- Participate in assigned accreditation standards committees for completion of Evergreen Academy's initial accreditation requirements.
- Utilize educational opportunities and evaluation processes for professional growth.
- Seek to improve instructional effectiveness through exploration of new methods, techniques, and materials, and through attendance at in-service programs and summer workshops.
- Provide input and recommendations for administrative and managerial functions of the school.
- Attend and participate in scheduled devotionals, in-services, retreats, committees, faculty meetings, and other school wide meetings.
- Participate in assigned accreditation standards committees for completion of Evergreen Academy's initial accreditation requirements.
- Utilize educational opportunities and evaluation processes for professional growth.



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- Seek to improve instructional effectiveness through exploration of new methods, techniques, and materials, and through attendance at in-service programs.
  - Know the procedures for dealing with emergency situations in the classroom and school. Conduct required emergency safety drills in coordination with school leadership.
  - Not repeat or circulate confidential, damaging, or critical information inappropriately and support the school and fellow colleagues with loyalty and professional courtesies.
  - Understand and maintain legal mandates regarding student confidentiality.
  - Progressively move toward “Standard” certification with EA’s accrediting agency.
- Other duties as assigned by Administration

## **PERSONAL: Each classroom faculty member must:**

- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Meet daily stress with emotional stability, objectivity, and optimism.
- Develop rapport with students, parents, and staff by treating others with friendliness and dignity.
- Recognize the need to support Evergreen Academy as an ambassador for Christ and take the initiative to build good public relations with those inside and outside the community of faith.

## **EXPECTED WORK HOURS**

- **Full-time** faculty need to be on campus by 7:30a.m. **Part-time** faculty will work with the Head of School to establish a schedule. All faculty members are expected to attend scheduled faculty meetings.
- All faculty and staff must be present at all scheduled meetings including half and full teacher workdays.
- Each school year, EA hosts specific events requiring all teachers (full-time and part-time) to attend.

## **THE RIGHTS OF EVERGREEN ACADEMY**

Evergreen Academy reserves the right to alter this position’s job description/job duties to meet the needs and goals of the school.

## **EMPLOYMENT NONDISCRIMINATION POLICY**

Evergreen Academy does not discriminate based on the applicant’s race, color, biological sex, nationality, or ethnic origin. We reserve the right to screen applicants based on religious preference and their suitability to match their gifts, talents, and experience with the vision and mission of our school.

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT.**