



Lower School Teacher Job Description

Role: Lower School Teacher - New Hope Christian Academy

Reports To: Principal

Purpose: Faculty teaches and trains lower school (specifically first grade) students inspiring them toward wisdom and godliness.

Time Commitment: 7:25am - 3:15pm (Monday - Friday; when school is open). This position is a full-time position that works 9.5 months a year.

Spiritual Qualifications:

- A desire to support and encourage students, staff, faculty, Administration, and Board in their own Christian leadership capabilities.

Professional Qualifications:

- This position normally requires a bachelors degree.

Personal Qualifications:

- Ability to meet people easily and cordially; comfort with people representing diverse backgrounds.

Teaching Responsibilities:

- Teaches the classes they are assigned to inspiring students to love learning and teaching them effectively resulting in students that learn the content of the curriculum by:
 - Knowing the material they are teaching
 - Holding the interest of the students
 - Speaking in clear, vivid language
 - Meeting the student's individual needs
 - Challenging but not exasperating students
 - Getting students to retain and apply knowledge
 - Reviewing sufficiently
 - Creatively planning and teaching a lesson
- Trains students to and has a classroom whose culture will:
 - Follow school standards
 - Keep a studious classroom environment
 - Foster an atmosphere full of enjoying learning
 - Avoid stifling or boring the students
- Demonstrates the ability to be a good example of professional conduct resulting in students who can emulate their teachers behaviors, attitudes, and work ethic by:
 - Being punctual
 - Being responsible
 - Turning in planning timely
 - Turning papers back to students timely
 - Updating online grading system timely
 - Communicating with parents effectively
 - Maintaining a neat and clean classroom

- Using effective teaching methodology resulting in students that effectively master lower school curriculum content by:
 - Chanting
 - Singing
 - Drilling
 - Memorization
 - Using material proscribed by curriculum guide

Supervisory Responsibilities

- Teacher supervises their classroom. Teacher having a Teaching Aide supervises their Aide.
- Teacher works in a classroom environment, but also oversees students during recess.

Schedule for Evaluation

- Teacher will be evaluated at a minimum annually by the appropriate principal. A new teacher will have a 60 day evaluation during the first semester of their tenure.