



**Job Title:** Elementary Teacher

**Reports to:** Elementary Principal

**Work Schedule:** Mon-Fri; on-campus 7:45am-4:00pm and additional time on or off campus as needed to perform job function.

**Position Summary:**

As the spiritual and academic leader of the classroom, the teacher shall prayerfully plan, organize, and implement an excellent academic program on a Christ-centered foundation for students to be prepared to serve, love, and impact the world for Christ.

**Key Responsibilities:**

- Create a Gospel-centered environment that establishes a culture of academic pursuit and love of learning.
- Effectively implement and adhere to the policies and procedures as stated in the Procedure Manual, including but not limited to: Classroom Management and Discipline, Lesson Planning, Curriculum Use, Student Academic Progress, Grade Books, Grading Frequency, Classroom Appearance, Attendance Procedures, Field Trips, Homework Policies, Emergency Procedures, Standardized Testing, etc.
- Effectively manage the classroom by establishing procedures for teaching all academic subjects.
- Effectively integrate the use of technology as a teaching tool with daily lessons.
- Collect, analyze, and interpret student data (e.g., assessments, observations, and feedback) to drive instructional decisions and monitor student progress.
- Integrate biblical principles and a Christian world-view throughout the curriculum and in all co-curricular and extra-curricular activities.
- Effectively maintain proper discipline in the classroom and on the school premises.
- Complete any additional administrative requests as determined by the Elementary Principal or Head of School.
- Work with the Educational Care Program to support students with cognitive, medical, physical, and emotional challenges that may affect academic learning and performance.
- Communicate with parents through conferences and other appropriate means to discuss student's progress and/or behavior.
- Respond to all communication requests as soon as possible, but no later than the end of the following business day.
- Develop and maintain rapport with students, parents, and staff.
- Attend and participate in functions as outlined in the Teacher Agreement or as requested by the Elementary Principal or Head of School.
- Prepare detailed information and materials for substitute teachers according to the Procedure Manual.
- Attend and actively participate in professional development opportunities to continuously improve teaching practices.
- Embody the spirit and service that we value at Venture Christian Academy.

The above summary represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks as needed to support the ministry of Venture Christian Academy.

**Education, Skills, Experience, and Attributes:**

- Bachelor's Degree from an accredited university.
- Teaching credential strongly desired.
- Ability to work with children and maintain group behavior.
- Strong interpersonal skills and ability to lead and provide clear direction with children.
- Ability to operate basic classroom equipment and office machines.
- Proficient in all school-related data systems.

**Additional Expectations:**

- Has received Jesus Christ as his/her personal Lord and Savior.
- Agrees with and will abide by the Venture Christian Church Statement of Faith/What We Believe, Standards of Conduct, and Lifestyle Agreement.
- Is a member in good standing with Venture Christian Church or at a local Christian church that has a Statement of Faith in agreement with Venture Christian Church's Statement of Faith/What We Believe.

**Physical Demands:**

- Walk, stretch, stand, sit, lift up to 30 lbs.
- Able to see, speak, and hear on a regular basis.
- Able to climb stairs; stand for extended periods of time.
- Supervise students inside and outside of the building.
- Summon help when an emergency arises on campus and assume responsibilities within an incident command structure.
- Must be present daily and able to attend weekend and evening functions on occasion.

**AUTHORIZATION**

I have reviewed and received a copy of this job description and agree to fulfill the job as outlined above. I have indicated that, with or without reasonable accommodation, I am able to perform the essential functions of the position.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Human Resources Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_