



Heritage Christian Academy Job Description

Job Title: Teacher

Department: Heritage Christian Academy

Reports to: Secondary/Elementary Principal or designee

Full-time
 Part-time

Exempt
 Nonexempt

Essential Duties and Responsibilities

Provide students with appropriate learning activities and experiences in the core academic subject area assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

Qualifications

Education/Certification:

Bachelor's degree from accredited university
Valid Texas teaching certificate with required endorsements or training for subject and level assigned
Demonstrated competency in the core academic subject area assigned

Special Knowledge/Skills:

- Knowledge of core academic subject assigned
- Knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communication, and interpersonal skills

Experience:

- One year student teaching or approved internship

Major Responsibilities and Duties:

Instructional Strategies:

- Develop and implement lesson plans that fulfill the requirements of HCA's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations for differences in individual student differences.
- Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of student's assigned and present subject matter according to guidelines established by HCA, board policies, and administrative regulations.
- Conduct assessment of student learning styles and use results to plan instructional activities.
- Work cooperatively with Learning Lab Director to accommodate as needed for students with identified learning differences according to guidelines established in Individual Education Plans (IEP).
- Work with other members to staff to determine instructional goals, objectives, and methods according to HCA requirements.
- Plan and assign work to instructional aides(s) and volunteer(s) and oversee completion.

Student Growth and Development:

- Conduct ongoing assessment of student achievement through formal and informal testing.
- Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
- Be a positive role model for students; support mission of HCA.

Classroom Management and Organization:

- Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manage student behavior in accordance with Student Code of Conduct and student handbook.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assist in selecting books, equipment, and other instructional materials.
- Compile, maintain, and file all reports, records, and other documents required.
- Perform related duties as assigned by supervisor
- Maintain compliance with all company policies and procedures

Communication:

- Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

Professional Growth and Development:

- Participate in staff development activities to improve job-related skills.
- Comply with state, district, and school regulations and policies for classroom teachers.
- Attend and participate in faculty meetings and serve on staff committees as required.
- Adhere to HCA policies and procedures as outlined in the Staff Handbook, Board Bylaws, Statement of Faith, Leadership Commitment, and Texas Teachers' Code of Ethics.

Supervisory Responsibilities:

- Direct the work of assigned instructional aide(s).

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment; [P.E. teachers: automated external defibrillator (AED)]

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds); may lift and move text books and classroom equipment

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.