

Title	<b>NorthCreek Academy Teacher Job Description</b>
Job Summary	The NorthCreek Academy (NCA) teacher shall serve the ministry of NorthCreek Academy and Preschool (NCAP) by prayerfully helping NCA 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.
Reports to	<ul style="list-style-type: none"> <li>● NCAP Administrator and Principal</li> <li>● Director of Education and Equipping as direct supervisor</li> </ul>
Supervises	NCA students and volunteers
NCC Category	NCC Support Staff
NCAP Category	NCA Teacher
Last updated	2-5-24

**I. Qualifications**

- A. Must be a “born again” Christian who has received Jesus Christ as Savior and Lord (John 3:3; I Peter 1:23) and who shall lead a separated life.
- B. Must be a person of true Christian character, experience, and example, demonstrating Spirit led maturity, stability, integrity, and dependability (1 Peter 5:3).
- C. Must have read and understood the Statement of Faith of NorthCreek Church and the Teaching Statement of NorthCreek Church (Summary) and must agree not to teach or advocate a position that would be contrary to any of the elements in these statements.
- D. Must live by the Lifestyle Statement of NorthCreek Church as a condition for employment and continued employment in this ministry.
- E. Must accept and work within the philosophical parameters of NorthCreek Church as established by the Senior Pastor and the Board of Elders (“Board”) of NorthCreek Church.
- F. Must faithfully support and attend a local church whose beliefs are in essential agreement with the Statement of Faith of NorthCreek Church (Hebrews 10:25).
- G. Must demonstrate a sense of God’s calling to the teaching profession and be a person of spiritual maturity with academic and leadership abilities that allow the teacher to “train up a child in the way he should go” as an extension of the home.
- H. Must hold a B.A. or B.S. degree from an accredited postsecondary institution. Must hold or be qualified to hold ACSI certification and/or a teaching credential.
- I. Must possess the necessary subject matter mastery and instructional proficiency to achieve curriculum goals.
- J. Must be able to communicate effectively with all stakeholders and the public, demonstrating a command of English in written and oral communication.
- K. Must demonstrate computer literacy and technological proficiency, such as is necessary for communicating, record keeping, and integrating technology into instruction.

- L. Must meet the physical requirements necessary to perform the job, including the ability to provide roving, active supervision outdoors for extended periods of time and take appropriate action for emergencies, injuries, and illnesses.
- M. As determined by the NCAP Administrator and Principal, may evidence other adequate preparation, background, experience, or qualifications.

## **II. Relationships**

- A. Must be responsible to the Lord Jesus as the Head of the Church (Eph. 1:20-23).
- B. Employed by NorthCreek Church to serve in the ministry of NorthCreek Academy and Preschool.
- C. Report to the NCAP Administrator and Principal.
- D. Report directly to the Director of Education and Equipping.
- E. Seek the guidance and follow the directives of the Leadership Team.
- F. Collaborate with grade-level and/or subject area teachers and applicable department teachers.
- G. Build and maintain a team relationship with other employees and a partnership with parents and serve as a Christian role model for students and others.
- H. Supervise NCA students and volunteers.

## **III. Spiritual Responsibilities**

- A. Exemplify commitment to NCAP's ministry, mission, vision, core values, educational philosophy, and School-wide Expected Student Outcomes.
- B. Faithfully support and attend a local church whose beliefs are in essential agreement with the Statement of Faith of NorthCreek Church (Hebrews 10:25).
- C. Serve as a Christian role model in attitude, speech, and actions both on and off the job in a consistent daily walk with Jesus Christ.
- D. Model the disciplines of Christian life, including Scripture memorization and study, prayer, witnessing, and unity in Christian fellowship.
- E. Utilize biblical principles, including the Matthew 18 principle, to resolve differences with students, parents, and other employees.
- F. Present students the gospel so by the will of God students may accept God's gift of salvation and grow in their faith.
- G. Encourage parents and staff in their spiritual growth as opportunities arise.
- H. Contribute to the spiritual growth of the school by participating in weekly devotional meetings.
- I. Support the role of parents as those primarily responsible before God for their child's education.
- J. Demonstrate a commitment to the development of the whole child – spiritual, intellectual, physical, emotional, and social.

## **IV. Instructional Responsibilities**

- A. Foster treasured partnerships with parents through truthful, positive, effective, and frequent communication.
- B. Maintain and implement applicable curriculum maps.
- C. Develop and sequence long-term and short-term instructional plans that support student learning and meet established instructional goals.
- D. Support a healthy learning environment through effective and appropriate biblical discipline.

- E. Possess a comprehensive knowledge of each student's progress through effective and varied learning assessments. Monitor learning, provide appropriate feedback to students and parents, and utilize assessment results to inform instruction.
- F. Keep students, parents, the Director of Education and Equipping, and the NCAP Administrator and Principal adequately informed of progress or deficiencies.
- G. Support the broader school program by participating in and supervising extra-curricular activities and by completing department-level duties as assigned.
- H. *Create an environment that supports student learning through effective management of instruction, procedures, students, class climate, and physical environment.*
- I. *Utilize effective instructional strategies and activities that maximize learning and reflect sound educational practice.*
- J. *Meet the individual needs of the students, differentiating instruction and assessment.*
- K. *Design instruction that evidences subject matter mastery, the classical Christian philosophy, alignment with School-wide Expected Student Outcomes, and an awareness of NCA academic standards.*
- L. *Integrate a biblical worldview throughout the curriculum.*
- M. *Utilize professional development and resources to support student learning.*

#### **V. Professional Responsibilities**

- A. Cooperate with the Board and the NCAP Administrator and Principal in implementing all policies, procedures, and directives governing the operation of the school. Communicate through the proper channels if policy or procedural conflicts arise.
- B. Contribute to campus safety by following established safety and security protocol, emergency procedures, and child abuse and neglect reporting requirements.
- C. Grow professionally through such avenues as educational opportunities, self-reflection, and informal and formal evaluation processes.
- D. Work well independently and collaboratively, handling challenges with grace, patience, understanding, and flexibility.
- E. Seek the counsel of the NCAP Administrator and Principal, the Leadership Team, and colleagues while maintaining a teachable attitude.
- F. Provide input and recommendations for the administrative and managerial functions in the school.
- G. Attend and participate in staff orientation, teacher workdays, accreditation, and in department, faculty, and parent meetings.
- H. Maintain positive public relations by representing the school in a favorable and professional manner to all stakeholders and the public.
- I. Maintain standards of professional confidentiality, discernment, and discretion.
- J. Focus on ministry responsibilities during work hours, and prioritize the school ministry ahead of outside or volunteer work.