



Position Title: Classroom Teacher & Specials Teacher (Elementary)

Reports To: Elementary Principal

Position Requirements:

- Spiritually mature, born-again Christian, and can articulate a clear testimony of salvation.
- Believes the Bible is God's Word and standard for faith and daily living.
- Adheres to the HPCA Statement of Faith.
- Is a member in good standing at a local evangelical church with a Statement of Faith that agrees with HPCA's Statement of Faith.
- Holds a Bachelor's degree, a teaching certificate from ACSI, and preferably a state license (TK-12).
- Motivate and lead students to grow in their faith and realize their self-worth in Christ.
- Integrate biblical principles and Kingdom Education philosophy in all interactions with staff, students, and families.
- Instruct classes as assigned following the prescribed curriculum map as the administration schedules.
- Maintain proper classroom leadership, incorporating consistent, unbiased and progressive discipline in the classroom and on school premises.
- Maintain a clean, attractive, and organized classroom according to the needs of your division.
- Update grades, lesson plans, and due dates in the School Information System (SIS) as directed by the administration. (TK-12)
- Regularly attend full staff meetings, division meetings, and faculty/staff devotions.
- Regularly attend student activities during the school day (chapels, assemblies, etc.)
- Assess student learning on a consistent basis and provide feedback.
- Maintaining up to date records for progress reports and report cards.
- Return graded work within a timely manner for effectiveness and instruction retention.
- Maintain accurate and up-to-date records of student grades and progress.
- Plan a study program that seeks to meet each student's needs and integrates Kingdom Education principles.
- Develop and maintain a good rapport with students, parents, and staff by treating others with respect, dignity, and consideration.
- Follow Matthew 18 principles when dealing with students, parents, staff, and administration.
- Maintain communication with staff and parents consistent with guidelines in the staff handbook. Responding to communication within 24 hours during the work week.
- Know the guidelines within the Crisis Management Plan.
- Participate in all drills (fire, emergency, etc.) as directed by the administration.

- Maintain the pink substitute folder and secure substitute teachers in the event of an absence.
- Maintain confidentiality and professionalism regarding information pertaining to students, parents, and staff.
- Adhere to and align with all principles outlined in the Faculty/Staff Handbook.
- Utilize technology in the classroom and supervise student use (Chromebooks, iPads, SmartBoard, Interactive Panel, etc.)
- Plan tests/quizzes in conjunction with team members. (K-12)
- Fulfill supervision duties as assigned (morning, lunch, car, detention, etc.)
- Participate in Professional Development activities to maintain certification and for personal/professional growth.
- Cooperate with the Resource department to provide accommodations/modifications and push-in/pull-out services for students with special needs.
- Collaborate with colleagues to adjust, develop, and implement curriculum.
- Supervise study halls as assigned.
- Complete accident reports as required by school nurses.
- Follow curriculum guides as directed by Curriculum personnel and give input for changes.
- Consistently integrate biblical principles into the curriculum/lesson plans.
- Participate in theme days (Spirit Week, etc.)
- Assist students with questions/extra help during non-teaching times.
- Participate/volunteer in at least one extra-curricular activity (coaching, club, unpaid tutoring, service work, special events, etc.) (TK-12)
- Prepare work for absent students.
- Conduct parent/teacher conferences as required by division.
- Supervise students outside the classroom (recess, chapel, hallways, lunch, before school, after school and breaks as assigned by administration)
- Administer and/or proctor standardized testing. (K-12)
- Participate and/or plan field trips/class parties as requested by administration.
- Maintain inventory of textbooks, supplies, equipment, and other school materials.
- Mentor new teachers and/or new/existing students as directed by administration.
- Lead small groups as requested.
- Set up/break down classrooms as required by admin to accommodate other ministries/events.
- This position is evaluated per the school's policy on evaluation and this job description.
- Perform other duties as assigned by the administration.
- Demonstrates pedagogical understanding of students in grades being taught.
- Demonstrates experience in a school setting, teaching students.
- Can orchestrate a highly organized, exciting, collaborative, and dynamic learning environment.
- Has integrity, sound judgment, self-confidence, maturity, and a sense of perspective, which means he/she develops appropriate relationships with students and families.
- Has excellent interpersonal, presentation, writing, organizational, and communication skills.
- Is a self-starter and initiator and can work independently and effectively on a team.

- Possesses a high energy level and can work on many tasks and projects.
- Loves the children and a willingness to go above and beyond on behalf of students.
- Attend required functions as directed by the division Principal.
- Utilize educational opportunities and evaluation processes for professional development.
- Fulfill all the duties of the assistant when they are absent or when they can't complete their work within their contract hours.

Elementary Specials Teachers

Spanish, PE, Tech teachers report to the Middle School Principal.

Art, Media, Music teachers report to the Elementary Principal.

Band and Choir teachers report to the High School Principal.

Art Teacher:

1. Display elementary/middle school art work at a designated event.
2. Coordinate/create Elementary Yearbook.
3. Assist with Field Day and other Elementary/Middle School Events.

Media Center:

1. Organize and run an annual book fair.
2. Coordinate/create Middle School Yearbook.
3. Assist with Field Day, Chapel, and other Elementary/Middle School Events.
4. Coordinate Summer Reading Program.
5. Supervise Middle School Study Halls.
6. Assist with after school care.

Tech Lab:

1. Coordinate stem day.
2. Conduct afternoon camps for Robotics and/or coding.
3. Assist with Field Day and other Elementary/Middle School Events.
4. Assist with Elementary/Middle School/High School Chapels.

Spanish:

1. Conduct afternoon club for middle school Spanish.
2. Assist with Christmas and Grandparent Day programs for Elementary.
3. Assist with Field Day and other Elementary/Middle School Events.

PE:

1. Organize and lead the Annual Elementary Field day.
2. Assist athletics with gym set-up for games.
3. Assist with other Elementary/Middle School Events.

Music:

1. Direct Elementary Grandparents' Day Program.
2. Direct Elementary Christmas Program.
3. Assist with EL Field Day and other Elementary Events.
4. Direct/Assist with Preschool Programs (Veterans' Day, Christmas at WBC, Easter, Graduation).
5. Direct Elementary Afterschool Choirs.

Choir/Band: Lead middle school performances at Fall, Christmas, and Spring Concerts.