

Annapolis Christian Academy
Grammar Teacher Job Description

- I. This is not intended to be a complete delineation of all of the possible responsibilities of an Annapolis Christian Academy teacher. Rather, it is a general description of the basic tasks a teacher will normally be required to perform and be evaluated upon. In addition, it is expected that the teacher will comply with all applicable school policies and guidelines.
- II. This job description is to be used in close conjunction with the **Teacher Evaluation Form**.
- III. Basic tasks of a Grammar Teacher at Annapolis Christian Academy
 - A. Spiritual Leadership - The teacher is expected to consistently exhibit love, joy, peace, and spiritual maturity before his students and the rest of the school. The teacher is expected to be a student and lover of the Bible, God's Word. He or she is to use the school's course guide and the Bible in constructing his daily Bible classes. Active, joyful participation in any staff prayer meetings and school assemblies is expected.
 - B. Classroom Management/Environment - The teacher is expected to maintain a neat, organized, clean and stimulating classroom environment for his students. This implies that the students will take an active part in cleaning and maintaining their room's appearance. The teacher should set up simple, manageable class routines to accomplish basic tasks, e.g. taking attendance, homework collection, daily cleaning schedules, material storage and distribution, etc.
 - C. Classroom Decorum and Discipline - The teacher should be very familiar with and able to apply the spirit as well as the letter of the school rules. An orderly (not necessarily silent) working atmosphere is to be the norm. Students should be aware of the class and school rules and be encouraged to exercise self-discipline. When administrative discipline is necessary, the teacher is expected to accompany the student to the office and give the administrator an accurate accounting of the student's offense. The teacher is expected to diffuse and deal with the majority of corrective disciplinary situations within his classroom.
 - D. Lesson Preparation and Presentation - The teacher should have a thorough knowledge of and interest in the subjects they are assigned to teach. There should be experienced in taking grade-level material and providing appropriate modifications and accommodations to allow a student to access the essential learnings of the lesson. A variety of teaching methods are to be used, with special emphasis to the use of the following:
 1. Comprehension checks
 2. Rephrasing of concepts by students
 3. Inductive questioning
 4. Frequent summaries and reviews
 5. Illustrations, applications, demonstrations
 - E. Student Learning - The teacher should seek to stimulate and maintain the students' interest in the material. Recognition and reasonable compensation for individual needs is also necessary. A variety of techniques (in addition to testing) should be used to

measure the students' overall progress. The school curriculum guide is to be used as the basic guide to measure the overall progress of the class and individual students.

- F. Planning and Communications - The teacher's weekly plans should reflect creativity and a good use of class time. Copies of the weekly lesson plans are to be turned in each Friday, to the administration. The Course Guides should be used to establish weekly, quarterly, and semester plans. The teacher is to regularly (at least twice each month) communicate with the parents in his or her class. Emphasis should be placed on getting to know the families well, as well as letting them know what is happening in the class. The parents should feel welcome to visit and assist in the classroom.

- G. Professionalism - The teacher is to consistently and joyfully demonstrate pride in Annapolis Christian Academy by his work, punctuality, speech, attitude, dress, and attention to duties.

- H. Qualifications:
 - 1. Bachelor's degree required. Credentials in the area of special education
 - 2. Demonstrated gifting to teach and passion for learning
 - 3. Adequate knowledge of relevant subject matter
 - 4. Commitment to Christian Education
 - 5. Commitment to the classical approach to education
 - 6. A demonstrated desire to remain current in their fields of study
 - 7. A working knowledge of the purpose and philosophy of Annapolis Christian Academy
 - 8. Training and/or appropriate previous teaching experience (paid or unpaid) in the applicable area(s).
 - 9. Experience with working with students with special needs in an educational setting
 - 10. Good communication abilities (written and oral). Personal and social skills that would foster good relations with children and adults.