



Annapolis Christian Academy

Passion for Learning | Prepared for Life

Grammar School Teacher Job Description and Responsibilities

This document provides a general description of the primary responsibilities and performance expectations for a Grammar School Teacher at Annapolis Christian Academy. It is not intended to be an exhaustive list of all duties. All employees are expected to comply with applicable school policies, guidelines, and the spirit of the school's mission.

Role Overview

The Grammar School Teacher (teachers grades K-6th) plays a significant role in the formation of a child. Through education, teachers in our Grammar School work to foster in each student a desire to know Christ, to seek biblical virtue, and to become lifelong learners. As leaders for their students, and as influential members of the ACA culture and community, Grammar School Teachers should model strong Christian ethics, be lifelong learners themselves, and commit to learning and upholding the principles of Classical Christian Education.

Qualifications

- Bachelor's degree preferred; equivalent experience and demonstrated gifting considered.
- Be a spiritually mature Christian who is a student of the Word of God and seeks to display Christian virtue in every part of life.
- Affirm the Bible as the only inerrant, authoritative Word of God and uphold the beliefs set forth in the school's Statement of Faith.
- Be in good standing with a local church, attending regularly and committing to the Christian disciplines of frequent Bible study, prayer, and fellowship with believers.
- Commit to resolving conflict according to the Matthew 18 principle, maintaining a spirit of peace within the staff, and not tolerating attitudes of divisiveness within the community.
- Demonstrate ability and a genuine passion for teaching students
- Commit to learning the Classical Christian method of education, including attendance at bi-weekly training in classical teaching, as well as monthly professional development sessions.
- Uphold the mission, philosophy, and culture of Annapolis Christian Academy.
- Exhibit strong written and oral communication skills.

Core Responsibilities

Spiritual Leadership

- A mature Christian who models virtue in word and deed, maintaining a biblical worldview and integrating it across all subjects.
- Participates fully in the life of the school community.



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Academic Leadership

- Demonstrates a gifting in teaching and a commitment to the liberal arts tradition, pursuing truth with diligence, humility, and intellectual integrity.
- Models excellence in scholarship, character, and conduct.

Classroom Culture and Discipline

- Establishes an orderly, purposeful classroom marked by clear routines, student responsibility, and engaged learning.
- Approaches discipline as an opportunity to teach and develop responsibility, respect, student character, and honor Christ in both character and conduct.
- Expectations and routines should be known.

Instruction and Student Learning

- Prepares thoughtful lessons aligned with the curriculum and employs classical methods such as discussion, recitation, composition, and hands-on learning.
- Fosters deep thinking, articulate expression in both speech and writing, and an understanding of truth under Christ.

Planning, Communication, and Professionalism

- Plans diligently and maintains organized, up-to-date lesson plans and instructional materials.
- Communicates clearly, professionally, and consistently with students and parents while cultivating strong relationships with families.
- Maintains accurate student records and submits grades, reports, and required documentation in a timely manner.
- Arrives on time and is prepared for all assigned duties, meetings, events, and professional responsibilities.
- Carries oneself professionally in both conduct and attire, modeling integrity, wisdom, and Christ-centered character in all interactions and responsibilities.
- Supports the mission and culture of Annapolis Christian Academy through faithful, joyful, and servant-hearted participation in all assigned responsibilities.
- Acknowledges, understands, and agrees to follow all policies and procedures outlined in the staff handbook.
- In all things, seek to lead students in the pursuit of the true, the good, and the beautiful for the glory of God.

Physical Requirements

- Must be able to walk, stand, and move throughout the campus and classroom environment for extended periods, including occasional use of stairs.
- Must be able to lift, carry, and transport up to 25 pounds of typical classroom or office materials, as needed.



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- Must be able to actively participate in school duties, activities, and responsibilities associated with the position.
 - Reasonable accommodations will be made for qualified individuals with disabilities.

This job description is subject to change in accordance with the needs of Annapolis Christian Academy.