

ASHEVILLE CHRISTIAN ACADEMY
INSTRUCTIONAL STAFF
JOB DESCRIPTION

GENERAL DESCRIPTION

Job summary: Instructional Faculty

Hired by: The Head of School

Responsible to: Level Administrator(s)

Evaluated: Annual written evaluation conducted by the Level Administrator

Type of position: Yearly contracted position

TARGET FACULTY PROFILE

- Personally committed and loyal to ACA. Demonstrates a clear understanding and commitment to the By-Laws (including Article II, the Statement of Faith), Mission, Core Values, Philosophy of Education, and graduate profile of the school.
- Models Christian values. Routinely shares and models personal testimony while pursuing the best reputation for integrity, spiritual leadership, unity, ministry, and grace at school, in a Christian church that aligns with Article II, our Statement of Faith, at home, and in the community.
- Academically credentialed. Well-qualified professional who inspires students to greatness with a passion for learning. Uses innovative and creative instructional methods.
- Genuinely loves students. Appreciates their unique God-given gifts and learning styles, holds them accountable to high standards, and challenges them to think at deeper levels while being committed to meeting the instructional needs of all students.
- Builds relationships of trust and consistency. Communicates effectively with students, parents, peers, and administrators.
- Creates and contributes to a culture where academic, artistic, and athletic achievement is esteemed.
- Demonstrates a collaborative style of work, and a spirit of problem-solving, envisioning, and joy in service.
- Fuses a robust Biblical worldview with every subject matter and relationship, using a variety of methods without compromising the truth of the Word of God.
- Maintains a safe and orderly classroom. Applies discipline in a reasonable, redemptive, and consistent manner.
- Is prepared each day. Responds to unforeseen challenges or situations with the proper attitudes and actions.
- Respects the diversity of students, including their race, denominational persuasion, ethnicity, and socio-economic status.

REQUIRED CONFESSIONAL AND SPIRITUAL QUALITIES

It is expected that all instructional faculty:

- Acknowledge Christ as Savior and seek to live a life grounded in grace and obedience to Him.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—the standard for faith and practice (Article II, ACA By-Laws).
- Believe and actively support the By-Laws of Asheville Christian Academy (*attached*).
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual service to others.
- Stand as Christian role models in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct (ACA Lifestyle Statement/Declaration of Moral Integrity).
- Demonstrate the fruits of mature Christians, have a knowledge of Scripture, and a fundamental understanding of key doctrines covered in the By-laws.
- Have a Christ-centered home.
- Actively participate in a local church that conforms to Article II, the Statement of Faith.

REQUIRED PROFESSIONAL QUALITIES

It is expected that all instructional faculty will:

- Hold an undergraduate degree from an accredited postsecondary institution in the specified field of teaching.
- Desire to pursue an advanced degree.
- Hold ACSI certification or will participate in a program to complete the requirements for certification within two years of being contracted.
- Have the appropriate training in teaching methods or similar experience to be a highly effective instructor.
- Demonstrate a reasonable level of computer literacy and have basic proficiencies in Microsoft Office, Outlook, accessing the Internet for instructional purposes, and use of ACA's school communications and management software.
- Possess evidence of other adequate preparation, background, or experience as determined by the school administrator.
- Clearly articulate a Biblical philosophy of education as well as an understanding of the classical or liberal arts in preparing lessons, instruction, and evaluation.
- Maintain a professional appearance indicative of a Christian role model of cleanliness, modesty in dress, words, and actions consistent with school policy and the teachings of scripture (Philippians 4:8-9).

REQUIRED PERSONAL QUALITIES

It is expected that all instructional faculty will:

- Sign and live cheerfully by the ACA Lifestyle Statement (*attached*) as a condition for employment and continued employment in this ministry.
- Have the spiritual maturity, academic ability, and personal leadership qualities to “train a child in the way he should go” (Prov. 22:6, NIV).
- Develop and maintain rapport and effective communication with students, parents, and staff by demonstrating a servant's sensitivity and treating others with courtesy, patience, dignity, respect, and a good sense of humor.
- Defend scripturally grounded principles and convictions in the face of pressures and partisan influences, but with gentleness and grace toward others (I Peter 3:15).
- Acknowledge mistakes and weaknesses and take measures to correct, grow, and improve.
- Use impeccable English grammar, mechanics, and vocabulary in written and oral communications.
- Respect and be loyal to those whom God has placed in authority over them.
- Learn the story of ACA, its history, and culture in order to make ACA a community of grace.
- Understand and work with the clear conviction and understanding that the occupation of teaching can only take place as vocation and calling before the Lord.
- Maintain a lifestyle that is consistent with a Christian role model, including the outward demonstration of joy, love, mercy, modesty, good taste in conversation and entertainment, and overall consistency with ACA policy.
- Demonstrate the spiritual stability to maintain a vibrant Christian walk, publicly and privately, during good times and hard times demonstrating an objectivity and optimism grounded in the providence and sovereignty of God.
- Demonstrate love and compassion for children.
- Express an attitude of grace toward one's self and to others.
- Demonstrate an understanding of the importance of discernment, discretion, and confidentiality in the operation of the classroom and school community.
- Be an enthusiastic and encouraging visionary for children and a high-energy self-starter.
- Cooperate and work cheerfully as members of this Christian community.

ESSENTIAL JOB FUNCTIONS—ACCOUNTABILITIES

SPIRITUAL LEADERSHIP

Reflect the chief end of the Christian, which is to glorify and honor Christ in every class and in every activity, and to enjoy Him in the process.

- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Follow the Matthew 18 principle in dealing with all conflicts involving students, parents, staff, and administration.
- Take seriously and manage the spiritual formation process in children.

ACADEMIC LEADERSHIP

- Demonstrate a superior knowledge of the subject/age being taught.
- Demonstrate a clear, robust instructional leadership style.
- Inspire and pique the interests of students to the extent that students carry their interests outside of the classroom.
- Instruct students in subject content and skill using methods that are appropriate for their age and development.
- Challenge students academically while demonstrating concern for their overall welfare.

ORGANIZATIONAL LEADERSHIP

- Maintain an orderly, disciplined, inquisitive classroom.
- Consistently plan and prepare, in advance, all lessons in writing.
- Grade and provide evaluative feedback to students in a timely manner.
- Contact parents at regular intervals and when concerned about student performance, behavior, or emotional health.
- Show up on time for work, meetings, duties, and conferences.
- Integrate and use many sources when teaching units.
- Can pace students through the scope of an entire course or grade through the academic year.
- When necessary, coordinate schedules and events with other faculty.

PROFESSIONAL LEADERSHIP

- Seek and accept constructive evaluation of her/his job performance.
- Follow the guidelines and policies set forth in the Professional Standards.
- Maintain exemplary relationships with students, fellow staff members and parents.
- Follow the chain of command.
- Seek to be peacemakers. Follows the Matthew 18 principle.

SPECIFIC QUALIFICATIONS FOR SPANISH: KNOWLEDGE, SKILLS AND ABILITIES

Asheville Christian Academy seeks a dynamic Spanish teacher for its lower and middle school who works collaboratively with the rest of the World Languages Department as well as other classroom teachers. Candidates must be a US citizen or have a green card, be fluent, have a strong knowledge of Spanish grammar and vocabulary, and have training in second language instruction (methods).

Candidates must be passionate about teaching and celebrating Spanish language and Hispanic culture and should be committed to collaborating with fellow colleagues. Candidates must have successful teaching experience in lower and middle school levels. Candidates should be comfortable using a blended instructional approach based on ACTFL's (American Council on the Teaching of Foreign Languages) standards and conducting classes exclusively in Spanish while incorporating a deep focus on cultural understanding.

- Bachelor's degree in education or Spanish, a teaching certificate or credential or equivalent successful experience teaching in classroom settings. Advanced

- degree preferred but not required.
- Strong interpersonal and collaboration skills with the ability to communicate effectively and respectfully with all constituents. Excellent verbal and written communication skills are required.
 - Collaborates well with colleagues of diverse backgrounds on pedagogical approaches, curricular alignment and instructional strategies.
 - Promotes the use of multiple methods in solving problems, identifying more efficient strategies and generalizing principles to a broad variety of applications.
 - Encourages collaborative teamwork in the classroom, teaching students to communicate effectively and thoughtfully, justify their reasoning and to consider multiple perspectives when solving problems.
 - Invests in the life of the school by participating in department meetings and multidisciplinary team meetings, multi-sensory instructional training, in-service training, and any and all aspects that support the student safety and learning experience.
 - Demonstrated professional behavior, including discretion, judgment and integrity consistent with the Christian Role Model statement.
 - Effectively interacts with a diverse population of students and faculty.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.
- Frequently required to sit, squat, move around, occasionally required to stand and walk.
- Occasionally required to bend, twist, or climb.
- Required to reach and make expressive motions with hands and arms.
- Required to talk and hear.
- Moderate concentration/intensity, which includes prolonged mental effort with limited opportunity for breaks.
- Average memory, taking into consideration the amount and type of information.
- Moderate level of complexity for decision making. Average time pressure of decision making.
- The noise level in the work environment is usually moderate.

BENEFITS PACKAGE AND COURTESIES:

Partial Professional Courtesy
Partial Health Insurance
Retirement – 401-K after first year
Professional Development
Holidays and Sick Leave