

**Asheville Christian Academy  
Instructional Staff  
Job Description**

**General Description**

**Job summary:** Instructional Faculty

**Hired by:** The Head of School

**Responsible to:** Level Administrator

**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 our statement of faith), mission, vision, core values, philosophy, 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 Bible-believing Christian church, 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 Bible-believing church.

### 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.
- Are able to 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.
- Knowledge of interactive whiteboard technology (Lower School)
- Training in multisensory instruction or will participate in a multisensory training program that must be implemented in the classroom
- Seek to be peacemakers. Follows the Matthew 18 principle.

#### Benefits Package and Courtesies:

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