

**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:

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