

Faculty/Staff Job Description

NON-DISCRIMINATION POLICY

Denton Calvary Academy does not discriminate on the basis of race, color, national, or ethnic origin in the hiring of its school personnel. However, in order that the school's spiritual objectives might be achieved, all staff members, whether employed, contracted, or volunteer, must sign a form which states that he or she is in agreement with the school's Statement of Faith, Philosophy and Position, and are a member of and attend a Bible-believing church that is in agreement with the school's Statement of Faith.

FACULTY/STAFF MEMBER JOB DESCRIPTION

Overview

The staff member shall teach from a Christian world view helping students to learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christian adults to the praise and glory of God.

Qualifications

General

The faculty/staff member shall be one who professes to have come into a saving relationship with the Lord Jesus Christ. The faculty/staff member shall be involved in the ministry of a local church that is in agreement with DCA's Statement of Faith and shall strive to live in a manner worthy of God's calling. He/she shall be a person characterized by growing spiritual maturity who has academic and leadership abilities that will allow him/her to effectively "train up a child in the way he should go." The faculty/staff member shall strive to honor Christ in every class and in every activity, both inside and outside the classroom. Academic teachers shall be college graduates and should feel called of God to participation in the teaching ministry of Denton Calvary Academy.

Specific

1. All school personnel who are hired, whether employed or contracted, shall:
 - a) understand and be in agreement with the stated spiritual objectives of Denton Calvary Academy, which includes the school's Statement of Faith;
 - b) understand and be in agreement with DCA's mission statement and core values;
 - c) give evidence of good moral character (references);
 - d) be of adequate physical and mental condition for the position desired.
2. All academic instructors for Denton Calvary Academy should have a Bachelor's degree (minimum) from an accredited college or university. Please note: these requirements may be waived because of an individual's qualifications due to apparent God-given talents and/or abilities.

SPECIFIC RESPONSIBILITIES

Spiritual

Faculty/staff members shall:

1. seek to model before their students attitudes, speech, and actions reflecting a consistent daily walk with the Lord Jesus Christ.
2. show by example a profound reverence for the Word of God as well as the importance of Bible study, prayer, witness, and unity in Christian fellowship.
3. follow the principles taught in Matthew 18 in dealing with students, parents, staff, and administration.
4. encourage students to grow in their faith and be prepared, when appropriate, to share the gospel with unbelieving students.

5. encourage the development of godly character qualities in their students.
6. help and encourage their students to adopt and develop a biblically sound eternal perspective on their life and work.

Instructional

Faculty shall:

1. recognize and respect the role of parents as primarily responsible before God for their child's education and shall assist them in the task.
2. follow prescribed curriculum and adhere to relevant curricular and policy guidelines as they teach their assigned classes.
3. plan broadly through the use of semester and quarterly plans and objectives, and more currently through the use of daily lesson plans.
4. integrate biblical principles and a biblically sound philosophy of education throughout the curriculum.
5. utilize valid teaching techniques to help students master necessary content and skills as defined by the relevant curriculum goals and the school's general philosophy.
6. plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his best work.
7. communicate clearly with parents through well-written weekly assignment sheets (see appendix).
8. appropriately employ a variety of instructional aids, methods, and other resources that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
9. effectively use homework for drill, review, enrichment, or project work.
10. assess the learning of students on a regular basis and provide progress reports as required.
11. keep proper discipline in the classroom and on the school premises in order to maintain a good teaching environment.
12. attend Co-Teacher Institute prior to beginning of school year with prepared materials for parents, including a syllabus.
13. inform the administration if unable to fulfill any assigned duties and prepare adequate information and materials for a substitute teacher.
14. maintain a current substitute teacher folder complete with the following:
 - current roll and seating chart, if applicable
 - outline of routine (opening, closing, collection of work, and so forth)
 - some type of assignment which could be handed to students to begin work immediately. It should be directly related to the subject matter of the course, reinforcing skills taught in the course. Examples are: worksheets, reading assignments such as a relevant article with an accompanying writing assignment, games, and drills.

Non-instructional

Teachers shall:

1. cooperate with the School Board and administration in implementing all policies, procedures, and directives governing the operation of the school. This includes enforcing all aspects of the dress code;
2. shall confer with the administration regarding any policy he/she is unable to support;
3. maintain regular and accurate attendance records by inputting period attendance daily in the computer system;
4. design his/her own grading system under the direction of any departmental standards;
5. record and input grades in a timely manner, seeking to keep accurate and up to date records of each student's progress;
6. keep students, parents, and the administration adequately informed of student progress or deficiencies and give sufficient notice of probable failure;
7. maintain a clean, attractive, well-ordered classroom;
8. inform parents of any discipline problem or area of character training in a timely manner and shall not wait until the issuance of a report card to do so;
9. have any letters of reference for students approved by the principal before mailing and filing a copy in the permanent record.

Professional

Teachers shall:

1. utilize educational opportunities and evaluation processes for professional growth;
2. seek the counsel of the administrator, colleagues, and parents while maintaining a teachable spirit;
3. refrain from criticizing the Board, administrators, policies, or other faculty members in the company of students or parents;
4. express concerns or frustrations regarding the school, its policies, or other staff to the appropriate authority figure;
5. provide input and recommendations for improvements in curricular, administrative, and managerial policies and practices in the school;
6. attend and participate in scheduled devotional, in-service, retreat, committee, and faculty meetings;
7. return phone calls or e-mails the same day received;
8. know the procedures for dealing with emergencies;
9. contribute as able to the general improvement of the school program;
10. refuse to use or circulate confidential information inappropriately;
11. perform other miscellaneous duties related to professional position;
12. be thoroughly familiar with the *Parent-Student Handbook* and enforce policies pertaining to teachers and students.

Personal

Faculty/Staff members shall:

1. strive to demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality;
2. seek to meet everyday stress with emotional stability, objectivity, and optimism;
3. develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, sympathy, and consideration;
4. respectfully submit and be loyal to constituted authority;
5. use clear and acceptable English in written and oral communication. Avoid the use of slang and encourage the students to do so;
6. recognize the need for good public relations by representing the school in a favorable and professional manner to the constituency and general public;
7. show due commitment toward fulfilling the teaching ministry; make an effort to appreciate and understand the uniqueness of the community