



## ASUNCION CHRISTIAN ACADEMY

Job Description Revised July 2018

<b>Position Title:</b>	Teacher
<b>Status:</b>	Guarani Contract
<b>Work Hours:</b>	6:40 AM to 2:45 PM, Monday through Friday, excluding American and Paraguayan public holidays as stipulated in the school calendar. Hours may vary as teachers are expected to be available to parents, students and for committee participation.
<b>Salary/Benefits:</b>	<ol style="list-style-type: none"><li>1. Teacher Salary Scale</li><li>2. Teacher discount tuition rate for his/her children (if full-time contract)</li><li>3. Health Insurance and Retirement Government Plan</li></ol>
<b>Reports immediate to:</b>	Elementary Principal or Secondary Principal Mediate Supervisor: DCI and DAP

### **Basic Function of Position:**

The teacher will serve as teacher to grades PK4 through grade 12.

### **Major Duties and Responsibilities:**

1. To meet the educational needs of assigned students
2. To serve as a liaison between home and school
3. To work as a team with other teachers to provide an excellent academic program for students

### **Education:**

Bachelor's Degree in Education (related to job assignment). All teachers must be willing to obtain a current ACSI certificate and have a State teaching certificate. A Master's Degree is strongly recommended.

### **Other Requirements:**

Teachers must be born again in Christ and shall be actively participating in a local evangelical church and shall lead a mature Christian life through a Pastoral Reference Form. Teachers must be a person with clear spiritual, academic, administrative and leadership abilities, which will impart understanding as to how to "train up a child in the way he should go."

### **Prior Work Experience:**

Teachers must have at least one year teaching experience in a private or public school and/or an internship through an accredited program.

### **Language Proficiency:**

Fluency in Spanish is highly preferred, but not required for English-oriented subjects positions. Fluency in English is highly preferred, but not required for Spanish-oriented subjects positions.



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### **Knowledge/Skills/Abilities:**

#### **Professionalism**

- a. Cooperates with administration in implementing policies & procedures
- b. Maintains accurate attendance and grade records
- c. Keeps parents/administration informed of student progress
- d. Maintains clean/attractive educational environment
- e. Accepts a share of responsibility for extracurricular activities
- f. Accesses professional growth opportunities
- g. Provides positive input/recommendations to administration
- h. Participates in devotions, committee and/or faculty meetings
- i. Demonstrates qualities of enthusiasm, courtesy, flexibility, kindness, self-control, and perseverance
- j. Handles daily stress with objectivity and optimism
- k. Submits respectfully to authority
- l. Maintains a professional appearance
- m. Uses acceptable written/oral communication
- n. Develops and maintains rapport with students, families and staff
- o. Demonstrates positive public relations with school families and community
- p. Is teachable and accepts instruction/counsel from others
- q. Arrive to work on time

#### **Instructional Program and Learning Environment**

- a. Integrates biblical principles and Christian philosophy throughout curriculum
- b. Demonstrates mastery of subject material
- c. Uses quality teaching techniques to achieve curriculum goals and affect student learning
- d. Willingly teaches classes as assigned and scheduled by administration
- e. Plans a program of study that meets the individual needs, interests, and abilities of the students
- f. Challenges students to grow and improve academically
- g. Prepares effective instructional lesson/quarter plans
- h. Uses a variety of instructional methods and materials
- i. Provides creative challenges to help students learn
- j. Assigns homework appropriately to reinforce or enrich academic program
- k. Confers with team to balance student workload for major assignments
- l. Assesses student learning and provides progress reports as appropriate

#### **Classroom Management**

- a. Establishes effective classroom management procedures
- b. Reinforces desired behaviors with +/- consequences
- c. Plans effective lessons to diminish negative student behaviors
- d. Informs administration regarding student behavior challenges
- e. Supports school wide behavior expectations
- f. Plans learning activities that minimize non-learning classroom time



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### **Spiritual**

- a. Models a consistent daily walk with Jesus Christ in speech, actions and attitudes
- b. Sets an example of the importance of prayer, Bible study, witnessing and unity in Christian fellowship
- c. Follows Matthew 18 principle in dealing with student, parent, or staff conflict
- d. Shows support for the role of parents as primary responsibility for their children's spiritual development
- e. Encourages/challenges students in their relationship with Jesus Christ
- f. Emphasizes to students the reality of their worth in Christ

### **All job descriptions include the following standards:**

1. The employee shall be born again in Christ and shall be actively participating in a local evangelical church and shall lead a mature Christian life. The employee shall reflect the purpose of the school to honor Christ in every situation and in every activity.
2. Although we recognize there is no biblical prohibition against drinking alcoholic beverages, tobacco or illegal drugs, as well as tattoos, we believe it is in the best interest of the Institution that all employees model a lifestyle of abstinence both on and off campus while under contract with ACA.
3. Employees shall possess a desire to minister to students (i.e. - pray, listen to, and share testimonies), in addition to teaching in their academic discipline.
4. We encourage our employees to maintain appropriate professional boundaries. Explicitly, this means employees are not permitted to date nor have one-on-one social interaction (including social media) with any student or participate in acts of immorality or homosexuality.
5. This school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment.