

TEACHER JOB DESCRIPTION

Title: Teacher

Purpose: To educate the students at New Tampa Christian Academy from a Christian worldview according to the curriculum provided by the NTCA School Board, and to help the children grow in wisdom, stature, and in their relationships with God and each other

1. Qualifications

A. Education and experience –

- 1) Two-year degree in Childhood Education (preferably with experience); or
- 2) Two-year college degree plus two years' classroom experience; or
- 3) Two years classroom experience plus a Florida Child Care Professional Credential (FCCPC) or the equivalent; or
- 4) A high school diploma with three years classroom experience

B. Abilities and skills –

- 1) A leader with gifts and passion for children
- 2) One who can organize and manage the classroom
- 3) One who interacts with and relates well to parents, staff and children
- 4) One who can communicate Bible truth in an age-appropriate manner

C. Beliefs –

- 1) Profess a personal relationship with Jesus Christ and demonstrate this in their life; not a new convert
- 2) Evidence of a desire to maintain godly character consistent with 1 Timothy 3:1-7 and Titus 1:5-9
- 3) Support the mission of Tampa Bay Presbyterian Church: To bring people to Jesus Christ and membership in his church family, develop them to Christlike maturity, equip them for their ministry in the church and life mission in the world, in order to magnify God's name

2. General Responsibilities

- A. Teach the students from a Christian worldview according to the curriculum provided by the School Board of NTCA
- B. Report directly to and perform all duties and tasks as instructed by the Director of NTCA
- C. Obtain training hours needed to maintain certification as required by Hillsborough County
- D. Prepare lesson plans as instructed by Director
- E. Arrive ½ hour prior to student arrival time for prayer, devotions, and classroom readiness and stay ½ hour after student departure time for cleanup and next day classroom readiness

- F. Follow NTCA policy in regard to: student progress, student discipline, maintaining student files, student evaluations, parent conferences, fire drills, and dress code
- G. Maintain cleanliness in the classroom and hallways
- H. Oversee and encourage the spiritual growth of the students
- I. Continue to apprise parents of students' performance and progress
- J. Oversee, train, evaluate, and encourage the Assistant Teacher
- K. Participate in staff and school evaluations

3. Meetings

- A. Daily prayer and devotional meetings
- B. Monthly faculty meetings
- C. Semi-annual parent/teacher conferences
- D. Annual teacher feedback school board meeting

4. Review / Performance Evaluations

- A. Initial review is 30 days from the date of hiring
- B. Follow-up review in 6 months
- C. Annual review thereafter in the late Spring

5. Evaluation Criteria

The effectiveness of the teacher will be evaluated according to the objectives which include the following:

- A. Planning and preparation
- B. Professional behaviors
- C. Instructional techniques
- D. Classroom management

6. Compensation

- A. Hourly wage—commensurate with experience
- B. Medical insurance / benefits: none
- C. Continuing education: evaluated upon request