

Valley Heights Christian Academy



Established 1982
An outreach of Calvary Baptist Church
75 Calvary Drive, Norwich, NY 13815

(607) 336-8422
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www.vhcaonline.com

Valley Heights Christian Academy Teacher/Administrator Job Description

The ideal candidate would be able to start as early as May 1st.

Goal: To the praise and glory of God this individual will provide students with and oversee a sound academic educational program integrated with a Biblical view of God and a Biblical philosophy of life.

Overview: This full-time position (7:30 a.m. – 3:30 p.m.) consists of two areas of primary responsibility. The main responsibility is to serve as a teacher in the high school for 2 subjects plus Bible. Bible classes are combined with Junior High and High School students. Other classes would be made up of 7th, 8th, and 9th graders and 10th, 11th, and 12th graders.

Additional responsibility will be given to that of the school administrator role and will fulfill the leadership and supervisory responsibilities of the overall operation of the school program as prescribed by the VHCA School Board. This includes working during the summer months with recruiting, scheduling, and other administrative duties for the upcoming year.

School Summary: Valley Heights Christian Academy is a Pre-K through 12th grade school that focuses on teaching from a Christian worldview perspective. Each class has Biblically based teaching infused in the classroom, with a dedicated Bible class for each grade level. Enrollment for elementary classes is approximately 20-25 students and Junior High and High School enrollment is approximately 15-20 students.

Contracted by: Valley Heights Christian Academy School Board. The full-time position will have no more than 5 daily teaching classes unless mutually agreed to by the individual and the school board.

Relationships:

1. Directly responsible to the VHCA School Board and Lead Pastor of Calvary Baptist Church
2. Supervises all faculty members, teaching assistants, and volunteers associated with the school.
3. Serves as the primary school contact for all students, parents or guardians of students, or prospective students.
4. Is an ex-officio member of all school-related advisory, ad-hoc, and or other board-approved committees.

Responsibilities: The individual shall:

1. Have received Jesus Christ as his/her own personal Savior.
2. Be a Christian role model in attitude, speech, and actions toward others.
3. Endorse and uphold the school's *Statement of Faith, School Purpose, School Philosophy, and School Objectives* as detailed in the VHCA Parent-Student Handbook.
4. Maintain a personal appearance that is consistent with being a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy.
5. Cooperate with the School Board in implementing all policies, procedures and directives governing the operation of VHCA.
6. Teach classes assigned following a prescribed scope and sequence and schedule.
7. Use a variety of teaching methods or materials, that will meet the individual learning needs of the students.
8. Maintain regular and accurate attendance and grade records to meet the requirements for a comprehensive knowledge of each student's progress.
9. Keep parents adequately informed of a student's progress or deficiencies as needed.

Financial Leadership Responsibilities:

1. In collaboration with the School Board, develop and recommend the annual budget to the full school board.
2. Maintain fiscal control of the school budget items found under the position's supervision and work with the school's treasurer as needed.
3. Approve all expenditures within the budget found under the position's supervision.
4. Control of receipts and disbursements of the school's credit cards, petty cash, and refundable accounts.

Development Responsibilities:

1. Give tours and interview prospective new students or families as needed.
2. Maintenance of appropriate relationships with cooperative educational institutions and educational agencies, including Christian school organizations.

Administrative Leadership Responsibilities:

1. Exercise insight and awareness of school problems and their solutions.
2. Regulates and enforces the school admissions and behavioral discipline policies.
3. Oversees the student transportation systems.
4. Oversees the maintenance of inventories of books and equipment.
5. Presides at all faculty/staff meetings and morning devotions.
6. Creates and implements the High School & elementary schedules.
7. Responsible for overall safety and security at the school, including evacuation drills and reporting in accordance with NYS guidelines.
8. Receives direction and evaluation directly from the school board on an ongoing basis.
9. Attends all school board meetings and gives monthly report regarding the current issues, needs and operation of the school.

Qualifications:

1. Minimum of a bachelor's degree from a recognized educational institution. A master's is preferred.
2. Successful relevant experience in teaching in a Jr./Sr. High School studies Program desired.
3. Dedicated to working with young people and providing a safe, caring, learning environment.
4. Familiar with the philosophy and goals of a Christian Education.
5. Ability to use appropriate strategies and techniques to enhance critical thinking skills in young people.
6. Proven leadership, teamwork, and interpersonal skills.
7. Excellent communication and organizational skills.
8. Relevant experience in the use of appropriate materials, technology, and resources to help meet the learning needs of young people.
9. Able to devote a reasonable amount of time before and after school for staff related activities, special programs, and parent-teacher conferences.
10. Able to perform the previous responsibilities without limitations or discrimination.
11. Able to pass a criminal background check.

SALARY: \$35,000

TO APPLY: FILL OUT THE APPLICATION FOUND ONLINE AT <https://vhcaonline.com/>

Send application to:

Valley Heights Christian Academy

Attn: School Board

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