

Valley Heights Christian Academy Lead Teacher Job Description

The ideal candidate would be able to start as early as possible.

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 English and History. Classes would consist of 7th and 8th graders and 9th through 12 graders.

Some administrative roles will be required of this individual, including, but not limited to: Scheduling, discipline, communication, outside agency liaison, staff and school board support. This role will require some work to be completed in the summer months.

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 and Calvary Baptist Church. 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. 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. Supervises all faculty members, teaching assistants, and volunteers associated with the school.
5. Serves as the primary school contact for all students, parents or guardians of students, prospective students, and custodial staff.

Teacher/Leader Responsibilities: The individual shall:

1. Implement and enforce all policies, procedures and directives from the school board.
2. Teach classes assigned following a prescribed scope and sequence and schedule.
3. Teach classes using a variety of teaching methods, including technology and project-based learning in order to meet the learning styles of all students.
4. Maintain regular and accurate attendance and grade records to meet the requirements for a comprehensive knowledge of each student's progress.

5. Maintaining professionalism is all aspects that are assigned related to staff, school board, and parents/guardians.

Financial Leadership Responsibilities:

1. Approve all expenditures within the budget found under the position's supervision.
2. 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, BOCES, local universities, public school district, and transportation departments.
3. Recruit, be involved in the hiring process, and train and mentor new teachers.

Administrative Leadership Responsibilities:

1. Regulates and enforces the school admissions and behavioral discipline policies. Be proactive in managing daily situations and be a problem solver.
2. Be involved in fundraisers, securing volunteers, and other resources when necessary.
3. Ordering books and other material as needed.
4. Presides at all faculty/staff meetings devotions.
5. Ensuring interims and report cards are completed in a timely manner.
6. Creates and implements the High School & elementary schedules, including chapel, yearbook, study halls, advisory, remedial services, foreign language, and Christian service.
7. Administer or secure volunteers for all state testing, including IOWA testings, SAT and PSAT.
8. Responsible for securing school pictures, organizing any summer work days, and creating supply lists for students
9. Responsible for overall safety and security at the school, including evacuation drills and reporting in accordance to NYS guidelines.
10. Attends all school board meetings and gives monthly report regarding the current issues, needs and operation of the school.