Job Title: High School Teacher  
Job Status: Full-time/Part-time  
Exempt Status: Exempt  
Department: English  
Reports to: Department Lead

**Job Summary**

It is the primary responsibility of the teacher to provide classroom instruction to the students of The King's Academy and to be a positive role model to them. Teachers should view their role as a ministry, helping each student toward reaching their full potential in Christ.

The English teacher position is a full-time or part-time position, teaching high school courses in up to three different subjects.

**Duties and Responsibilities**

- Develop a curriculum map for each course taught where learning objectives align with national and state learning standards and the school’s Expected Student Learning Results.
- Actively work with other faculty in the department to improve instruction in assigned subjects and coordination across subjects.
- Prepare detailed lesson plans to share with the department lead and mentor teacher.
- Use a variety of teaching methodologies to create an engaging and safe classroom setting where all students are held to high expectations.
- Incorporate technology in meaningful ways into instruction and learning.
- Engage in on-site, off-site, and online professional development opportunities as recommended or provided.
- Update digital platforms each week to post homework assignments and resources for students and parents.
- Grade all assignments, tests, quizzes, and projects promptly, using the grading scale provided by the school.
- Keep an accurate and up-to-date digital record of all grades for each student, submitting mid-semester and semester grades to the Registrar on time.
- Keep an accurate record of all attendance and tardies for each student.
- Maintain discipline in the classroom to ensure maximum learning.
- Always keep an emergency lesson plan and current substitute folder in case of an unexpected absence.
- Keep an accurate record of all communications with parents.
- Attend Grade Level, Department, and Staff meetings as scheduled.
- Lead a daily student homegroup.
- Coordinate field trips and special events, as needed.
- Attend the Staff and Student Retreats every year, as scheduled by the Administration.
- Participate in an off-campus service week, as scheduled by the Spiritual Life Department.
- Perform other duties that may be assigned.

**Qualifications**

Education and Experience:

- Bachelor's degree or higher in the field related to teaching assignments is preferred.
- Credential in the field related to teaching assignments is preferred.
- Experience teaching AP level courses is preferred.
- ACSI or state certification is preferred.
• Training or experience in education is preferred.

Skills and Abilities:
• Broad knowledge and experience in the teaching field.
• Above average skills in planning lessons.
• Excellent communication skills.
• Ability to incorporate best practices in education, including the effective use of technology.
• Experience using G Suite apps.

Other characteristics, such as personal characteristics:
• Commitment to serving Jesus Christ.
• Able to work under pressure and in a fast-paced environment.
• Able to keep confidential information.
• Energetic, flexible, resourceful.
• Strong leadership and mentoring skills.
• Able to understand, nurture, and relate to students.

**Working Conditions**

This position requires that the employee works from Monday – Friday and weekends when necessary. Involvement in a service trip may require travel and exposure to other cultures.

**Benefits**

The King’s Academy offers excellent benefits to employees and families. Please check our website for more information at www.tkabenefits.com.

Disclaimer or provisions: This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.