Job Title:  High School Teacher  
Job Status:  Full-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 specific grade level for this position is yet to be determined.

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.
- 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.