

**Landenberg Christian Academy**  
**INSTRUCTIONAL FACULTY**  
**Position Description**

GENERAL DESCRIPTION:

As a teacher at Landenberg Christian Academy (LCA) he/she recognizes that his/her ministry will be dedicated to the glory of God, and **will partner with families to provide quality education, grounded in biblical worldview, to develop students of strong Christian character who embrace a life-long love of learning and impact the world for Christ.**

All members of the faculty at LCA are expected to be fully committed to the school's philosophy of Christian education. A teacher at LCA, to put it simply, loves God (Luke 10:27), loves children (III John 4; Mark 10:13-16), and loves teaching (Matthew 13:52).

Besides maintaining good relationships with staff, parents and students, teachers must also be able to handle delicate, confidential situations, with a good spirit and a Christian attitude.

MAJOR AREAS OF RESPONSIBILITY:

The Instructional Faculty has responsibility in the following areas of the school's operation:

- A. Qualifications
- B. Spiritual Responsibilities
- C. Professional Responsibilities
- D. Academic Responsibilities
- E. Corporate Responsibilities

A. QUALIFICATIONS:

- Holds to a personal commitment of God's grace through faith in Jesus Christ.
- Holds an earned, appropriate Bachelor's degree
- Has a valid teaching certificate from a state or ACSE or in the process of obtaining one
- Is in complete agreement with and commitment to the LCA Mission Statement.
- Possesses the ability to communicate effectively.

B. SPIRITUAL RESPONSIBILITIES:

- Has accepted Jesus Christ as Lord and Savior (Romans 10:9-10)
- Expresses a conviction of God's calling to be involved in a Christian educational ministry (1 Corinthians 7:21-24)
- Demonstrates a consistent outward evidence of an inward Christian character (1 Timothy 4:12, Colossians 3:17)
- Maintains a regular and contributing involvement in a church having a doctrine which is in agreement with the LCA Statement of Faith (Hebrews 10:24-25)
- Demonstrates spiritual maturity, a teachable spirit, and have a good conscience before God and man (Titus 2:2-8)
- Has a good workable knowledge of the Word of God (1 Timothy 4:7).
- Provides spiritual guidance and leadership to students (Luke 6:40; Matthew 19:14).

C. PROFESSIONAL RESPONSIBILITIES:

- Is trained and knowledgeable in the subject matter being taught.
- Punctuality is expected of all staff members.
- Possesses ability to use classroom technology (computer hardware/software, media, etc) as appropriate for classroom instruction and administration.
- Maintains adequate records of grading and attendance to meet the expectations of the administration, of parents, and of one's own need for monitoring student progress.
- Keeps permanent records, lesson plans, and discipline actions up to date and available for review by administration upon request
- Maintains regular communication with parents through phone calls, e-mail, or initiated conferences.
- Maintains a professional attitude and proper communication with students and parents.
- Adheres to the policies and procedures that are outlined in the LCA Faculty Handbook.
- Prepares annual goals for developing, improving, and enriching classroom atmosphere and instruction.
- Participates in professional development through continuing education courses, advanced degree programs, seminars, and/or conferences.

D. ACADEMIC RESPONSIBILITIES:

- Challenges and instructs students to integrate Biblical principles as a regular aspect of classroom.
- Communicates clearly and concisely what students should expect from the class, the material taught, and how they can succeed.
- Teaches so that students can learn in a challenging, yet inspirational environment.
- Maintains a well-ordered, well organized classroom that is conducive to teaching and learning.
- Is prepared for each class.
- Exercises good stewardship of time and resources within the teaching period.
- Evaluates and returns student work in a timely manner.
- Establishes, maintains, and handles discipline matters in accordance with the LCA discipline policy.
- Reflects differentiation and variety in instruction to meet the needs of the students.
- Develops appropriate and well-designed assessment tools (tests, quizzes, papers, etc) of student performance and comprehension.
- Is attentive to students with special learning needs, making appropriate referrals and accommodations.

E. GENERAL RESPONSIBILITIES:

- Assumes responsibilities for involvement in extra duties such as committees, curriculum development, and other needs that are part of the community and ministry of the school.
- Provides substitute supervision or coverage as needed during the course of the school day.
- Attends faculty meetings and in-service training.
- Is prompt and consistent in attendance at faculty meetings, devotions, and conferences.
- Attends various school functions that are required by the administration.
- Promotes positive communication regarding school business and policy, being alert to ways our school can be improved, and communicates those ideas to the appropriate people.
- Upholds the policies of the school in word and deed, both in school and to the outside community.
- Encourages and supports colleagues, as a member of the LCA teaching team.