

Caldwell Academy Teacher Job Description

Salary: Based on Caldwell's teacher pay scale.

Schedule: 10 months, including 2 weeks before and 1 week after student calendar.

Benefits: Fulltime and Parttime:

2 paid professional days

3 paid personal days (accrued on a trimester basis)

10 paid sick days (accrued on a monthly basis)

Fulltime (30 hours or more a week; 5 classes in D/R school):

50% tuition reduction (see policy manual for other tuition reduction levels for non-fulltime staff)

1/2 Medical Insurance premium paid if participating in Caldwell's health plan

Cafeteria plan: premiums payable with pre-tax payroll dollars

Flexible spending account: contributions payable with pre-tax payroll dollars

Retirement: 403(b) plan (employer matches up to 3% for fulltime employees)

Reports to: Principal

Qualifications

A teacher:

- must be a committed Christian with membership in good standing in a local church that is in full agreement with the statement of faith of Caldwell Academy;
- must be in full agreement with the statement of faith of Caldwell Academy;
- is expected to understand and support the classical, Christian, and community approach to education adopted by Caldwell Academy;
- must have read and be in substantial agreement with the educational philosophies described in the book Recovering the Lost Tools of Learning
- must have a minimum of a bachelor's degree from a college or university;
- must have teaching experience;
- must maintain high standards of personal, spiritual, and professional conduct;
- must be committed to professional growth including reading, coursework, and seminar attendance;
- is expected to be able to enthusiastically and competently implement Caldwell's curriculum;
- is able to skillfully manage a classroom of varying academic skills, learning styles;
 - must be able to promote and manage a high level of parental involvement;
 - must be available for daily tutoring outside of instructional time, but within confines of 40-hour workweek.
 - must agree to attend (at the school's expense) a classical conference within two years of being hired and at least once every three years following; and
- have ACSI teacher certification

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Student:

- relate to the students by loving them with the love of Christ, encouraging them to begin and/or develop a relationship with God through Christ, treating them with the dignity due them as creatures made in the image of God and challenging them to serve God with all their heart, mind, and soul;
- manage the class by setting clear expectations of behavior, establishing routines, promoting self-discipline based on Biblical principles, offering excellent lessons geared to on-task behavior and following Caldwell's discipline plan;
- teach the students by implementing Caldwell Academy's curriculum in an exciting and challenging manner, basing instruction on a student's individual skill level and learning style. Ensure that within the year, the scope and sequence of skills assigned to the grade are taught to the student;
- evaluate the student's progress on a regular basis and communicate it to the student, parents, and administrator. Keep records regarding student evaluations;
- care for student's non-academic needs during the school day by maintaining a safe, positive, healthy, and comfortable environment for the class.

Non-student:

- schedule and supervise parental involvement with the class;
- comply with the policies and procedures of Caldwell Academy;
- coordinate the Parent Volunteer Association for the class;
- participate in Caldwell Academy events such as fundraisers, student performances, Community-wide informational meetings, etc.
- work cooperatively with the administration and faculty;
- document contacts with parents, students, and professionals as outlined in staff manual; respond within 24 hours to phone calls and emails
- cooperate with public relations visits to your classroom; and
- participate in the ACSI and SACS accreditation process by assisting with curriculum guide development, scope and sequence development, and teacher certification preparation.
- assume at least one non-instructional responsibility such as club sponsorship, committee membership, activity coordinator, etc.
- promote a safe and clean classroom and campus reporting concerns to facility manager