

Seguin Christian Academy is An Equal Opportunity Employer

Seguin Christian Academy

EMPLOYMENT OPPORTUNITIES

www.seguinchristianacademy.com

Position: Full-time Teacher
Assignment: Certified K-8 Teacher (2nd, 5th/6th, 7th/8th)
Work year: 187 days
Start Date: July, 2013

QUALIFICATIONS

Education/Certification

- Bachelor's degree from accredited university
- Valid Texas teaching certificate for the grade – all subjects
- Demonstrated competency in the core academic subject area assigned
- Valid Texas Driver's License with acceptable driving record
- Acceptable criminal history record and fingerprinting results

Special Knowledge/Skills:

- Knowledge of core academic subject assigned
- General knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communication, and interpersonal skills

Experience:

- At least one year of student teaching or approved internship preferred

HOW TO APPLY

Previous Applicants:

If you have applied to Seguin Christian Academy previously and are still interested in a position, please send a letter of interest to Apply@SeguinChristianAcademy.com or mail to: Employment, PO Box 2647, Seguin, TX 78156-2647

All Other Applicants:

Download the teacher application at: www.seguinchristianacademy.com/employment.html;
Attach a resume, letter of interest, and transcripts to the completed application and email to: Apply@SeguinChristianAcademy.com or mail to: Employment, PO Box 2647, Seguin, TX 78156-2647

Job Description – Elementary Teacher

Major Responsibilities and Duties:

Instructional Strategies

- Develop and implement lesson plans that utilize the Academy's adopted curriculum to integrate the Texas Essential Knowledge and Skills (TEKS) with Biblical truths, and provide written evidence on a weekly basis.
- Prepare lessons that reflect accommodations for differences in student learning styles.
- Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
- Conduct assessment of student learning styles and use results to plan instructional activities.
- Work with other members of staff to determine instructional goals, objectives, and methods, which will provide continuity as students advance from one grade to the next.
- Use technology to strengthen the teaching/learning process.
- Maintain lessons, assignments, attendance, and grades on the *Academy Parent Portal*.

Student Growth and Development

- Help students analyze and improve study methods and habits.
- Conduct ongoing assessment of student achievement through formal and informal testing.
- Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the principal.
- Be a positive Christian role model for students both at school and in the community.

Classroom Management and Organization

- Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manage student behavior in accordance with the Accountability contract and student handbook.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assist in selection of books, equipment, and other instructional materials.

Communication

- Establish and maintain open communication by conducting conferences with parents, students, teachers, and principal.
- Maintain a professional relationship with colleagues, students, parents, and community members.
- Use effective communication skills to present information accurately and clearly.

Professional Growth and Development

- Participate in staff development activities to improve job-related skills.
- Keep informed of and comply with state and school regulations and policies for classroom teachers.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- Attend and participate in faculty meetings and serve on staff committees as required.

Supervisory Responsibilities:

Supervise assigned teacher assistant(s) (if TA's available.)

Working Conditions:

- Maintain emotional control under stress.
- Frequent standing, stooping, bending, pulling, and pushing.
- Move small stacks of textbooks, media equipment, desks, and other classroom equipment.