



# Job Title: Faculty Member

## CANDIDATE PROFILE

### **Spiritually**

The candidate shall possess characteristics that reflect:

- Acceptance without reservation of the BCA Statement of Faith.
- A strong, clear Christian testimony.
- A mature, Godly spirit.
- A person of faith and prayer.

### **Professionally**

The candidate shall:

- Be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.
- Be computer literate.
- Have excellent verbal and written communication skills.
- Demonstrate the ability to handle multiple tasks simultaneously.
- Show evidence of disciplined time management skills.
- Have integrity in dealing with confidential information.
- Be flexible and supportive of job assignments.

### **Personally**

The candidate's life shall reflect:

- A lifestyle of Biblical integrity.
- A spirit of dedication, commitment, flexibility, and responsiveness to needs.
- The ability to listen and respond to counsel.

### **Physically**

The candidate shall have the ability to meet the following physical requirements with or without reasonable accommodation:

- Speak, listen, and communicate with students, parents, colleagues, and the administration.
- See and be able to read, write, and interpret written documents.
- Sit or stand while teaching for up to 50 minutes at a time and for up to 8 hours each day.

## **JOB DESCRIPTION**

### **Job Purpose:**

A faculty member at Buckhannon Christian Academy is expected to model in attitude, speech, and actions a consistent daily walk with Jesus Christ. He or she should show by example the importance of scripture memorization and study, prayer, witnessing, and unity in Christian fellowship.

It is imperative that a faculty member be “called by God” to this position and led daily by the Holy Spirit. The faculty member should have a Christian philosophy of education that is a result of experience or training in Christian education. One’s Christian world view should be thoroughly integrated into every area of his or her teaching and witness.

The faculty member shall follow the Matthew 18 principle in dealing with students, parents, staff, and administration. A significant role of the faculty member is to motivate students to accept God's gift of salvation and grow in their faith. The faculty member often has the opportunity to lead students to a realization of their self-worth in Christ.

The faculty member’s duties fall into three categories: Non-Instructional Standards of Performance, Instructional Standards of Performance, and Professional Standards of Performance. These Standards of Performance provide the basis for professional growth and evaluation. The faculty member answers to the Administrator A more thorough description of the evaluation process is contained in the employee handbook.

### **Essential Job Duties:**

#### **A. Non-Instructional Standards of Performance:**

1. Cooperate with the administration in implementing all policies, procedures, and directives.
2. Shall notify the administration of any policy he/she is unwilling to support.
3. Maintain regular and accurate attendance and grade records to establish a comprehensive knowledge of each student's progress.
4. Keep students, parents, and the administration adequately informed of student progress.
5. Maintain a clean, safe, attractive, and well-ordered classroom.
6. Supervise extra-curricular activities, organizations, and outings as assigned.
7. Support the broader program of the school by attending extra-curricular activities when possible.
8. Maintain proper and appropriate respect for Board, administration, and fellow faculty members by not engaging in malicious and/or negative gossip or discussions.

#### **B. Instructional Standards of Performance:**

1. Teach classes as assigned following the prescribed curriculum guides and scope and sequence charts.
2. Is proficient in content skills and knowledgeable of subject matter, leading to increased student learning.
3. Plan broadly through the use of weekly and daily lesson plans.
4. Clearly communicates all procedural expectations and lesson objectives.
5. Clearly articulates the lesson content for individual learning.
6. Integrate Biblical principles and the Christian philosophy of education throughout the curriculum.

7. Affect student learning through the mastery of effective teaching techniques.
8. Plans challenging lessons that engage all students and meet their individual needs, interests, and abilities.
9. Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
10. Provide equitable, accurate, and timely assessment, constructive student feedback, and progress reports as directed.
11. Plan through approved channels the balanced use of field trips, guest speakers, and other media.
12. Use homework effectively for drill, review, enrichment, and project work.
13. Assess the learning of students on a regular basis and provide progress reports as directed.
14. Maintain proper student discipline at all times.
15. Prepare adequate information and materials for a substitute faculty member.
16. Inform the administration if unable to fulfill any duty assigned.

**C. Professional Standards of Performance:**

1. Completes records and reports on time, including lesson plans, grade reports, and homework posted for students.
2. Utilize educational opportunities and evaluation processes for professional growth.
3. Seek the counsel of the Administrator, colleagues, and parents while maintaining a teachable attitude.
4. Provide input and recommendations for administrative and managerial functions in the school.
5. Attend and participate in scheduled devotional, in-service, faculty, and parent meetings.
6. Know the procedures for dealing with issues of an emergency nature.
7. Demonstrates appropriate English in written and oral communication.
8. Represent the school in a favorable and professional manner in all ways.

**Qualifications**

- Bachelor's Degree from accredited college or university.
- Expected to be ACSI certified within four years.

**Classification**

Administrative/Exempt

**Accountability**

Accountable to the administrator, principal, or designee

**Disclaimer**

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in this job description and other duties, as assigned, might be part of the job. I have been given a copy of the candidate profile/job description.

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Faculty Member

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Date