



Position Classification: Full Time, Benefit-Eligible

Reports To: NLCA Director

Purpose/Function:

New Life Christian Academy (NLCA) is a faith-based elementary school whose mission is to equip Christian families for the works of service by providing solid, Biblical teachings and showing how God's truths are relevant in all areas of life. Being the hands and feet of Christ takes practical training and we believe this is especially important in children's formative years. Founded in 2022 and beginning classes August 2023, NLCA will partner with New Life Community Church and focus on K-4 (to match surrounding public elementary schools) and will follow all accreditation requirements of ACSI, Association of Christian Schools International. Teachers at NLCA shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature and responsible Christians who will influence the world around them in order to glorify the name of Jesus.

Essential Duties and Responsibilities

NLCA teachers will:

- Motivate and lead students to accept God's gift of salvation, help them grow in their faith, and guide them to a realization of their worth in Christ.
- Teach classes as assigned, following the prescribed Scope and Sequence and Curriculum as approved by the Director and the NCLA School Board.
- Integrate Biblical principles and the Christian philosophy of education throughout the curriculum and activities.
- Keep proper discipline in the classroom and on the school premises to create a nurturing learning environment.
- Maintain a clean, attractive, well-ordered classroom.
- Plan broadly through the use of semester and quarterly plans and objectives, and more currently through the use of daily lesson plans.
- Plan a program of study that, as much as possible, engages the individual needs, interests, and abilities of the students, challenging and inspiring each to do his/her best

work.

- Utilize recitation, Socratic questioning, exploration, discovery, and all manner of student writing, presentation, dialogue, and debate to achieve curriculum goals.
- 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.
- Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media.
- Use homework effectively for drill, review, enrichment or project work.
- Assess the learning of students on a regular basis and provide progress reports as required.
- Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
- Keep students, parents, and the administration adequately informed of progress or deficiencies and give early and often notice of failure.
- Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
- Create a strong educational family by developing and maintaining rapport with students, parents, and staff by treating everyone with friendliness, dignity, and consideration.
- Attend and participate in scheduled devotional, in-service, retreats, committees, faculty, and parent meetings, including parent/teacher conferences.
- Know the procedures for dealing with issues of an emergency nature.
- Inform the administration in a timely manner if unable to fulfill any duty assigned.
- Prepare adequate information and materials for a substitute teacher.

Christian Discipleship:

- Establish and maintain professional yet congenial rapport with staff, students, and community.
- Encourage students and staff to approach life issues within a biblical framework and an attitude of servant leadership.
- Foster a learning environment of love and respect where students and staff can learn from and support one another.
- Address inappropriate behavior immediately and consistently using a disciplinary approach that is grace-centered, restorative, and reconciling.
- Provide an environment that ensures and protects the safety, health, and welfare of students and staff.
- Be a Christ-like role model within the NLCA community in attitude, speech, and action towards others specifically pursuant to Matthew 10:8 and Matthew 28:18-20.

- Promote the practical application of Jesus' teachings in everyday life, including but not limited to laying on of hands, direct prayer with students and staff, and orderly exercising of spiritual gifts.
- Pursue conflict resolution and reconciliation in the spirit and counsel of Hebrews 12:14, Matthew 18:15-17, and Galatians 6:1.

Qualifications:

- Bachelor's degree in education or a related field.
- Educational professional with at least three years of experience in teaching.
- Elementary level state licensures and / or equivalent private school accreditation
- Exceptional organizational, management, and leadership skills.
- Excellent verbal and written communication skills.
- An educational philosophy consistent with the mission of the school.
- Teachers must be able to demonstrate lesson concepts using promethean boards (training provided), whiteboards, media, and hands-on-materials.
- Knowledge of scripture and its application to all of life, particularly education.
- Understanding of and appreciation for student discipleship and the developmental needs of students.
- Ability to work well with colleagues in all areas of education including planning, assessment, and collaboration.
- Ability to exercise discretion and utmost professionalism in confidential & sensitive student/family matters.
- Personal active faith in Jesus Christ.
- A commitment to the mission of New Life Christian Academy and New Life Community Church.

Compensation and Timing Details:

Applications will be accepted through May 13, 2024, interviews will take place the week of May 13th and position will be offered to a candidate by May 17th. Full time employment will begin August 8th, 2024. There will be some online training and instructions given by the Director during summer—details to follow. Full Time employment will include company benefits provided by Insperity that include large group health care, Life and disability insurance, 401K with 4% match, vision and dental, etc. Pay is \$45,000 per year, 4% 401K match, and a \$400 per month benefit allowance (roughly \$55K total comp package once you include benefits and match). NLCA will compensate teachers with a Master’s degree an additional \$2,000 annually.

Additional Notes:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.