



**Job Title:** Elementary Teacher

**Status:** Full-time position for the 2017-2018 school year

M, T, Th, F from 7:30am-3:30pm, Wednesdays from  
7:30am-4pm, Instructional Day 8:00am-2:45pm

**Prepared by:** Wendy Putnam

**Date Posted:** January 2017

### **Position Summary**

Palmetto Christian Academy is seeking qualified full-time elementary teachers who will assume all teaching responsibilities of an elementary teacher. Candidates for this position must demonstrate a strong, personal relationship with Jesus Christ, a passion for students, and an understanding of the principles and methodologies of effective teaching. A minimum of a Bachelor's degree in education is required and experience in church ministry or Christian school education is preferred. Candidates must possess the ability to communicate effectively both verbally and in writing and the ability to establish and maintain effective working relationships with students, staff and parents. Applicants must be in agreement with the [ECBC/PCA Statement of Beliefs](#) and [Lifestyle statements](#). If you believe you are qualified, we invite you to submit an online application.

### **Organizational Status**

This position reports to the PCA Lower School Principal/Headmaster.

## **Duties & Responsibilities**

- Follow school procedures and policies in administrative and educational matters that are set by the Lower School Principal and Headmaster. The teacher is responsible for ensuring that these policies and procedures are carried out.
- Have the knowledge to teach Christian principles, lead students in prayer, and nurture them to develop godly character.
- Be responsible for leading a personal lifestyle and character above reproach.
- Be accountable for daily curriculum planning and implementation of plans.
- Be responsible for daily instruction of students, integrating the Bible in every subject.
- Be accountable to meet the minimum learning objectives for the grade levels taught: to teach, test and re-teach with a variety of materials and resources suitable to the learning situation until reasonable mastery is achieved.
- Be responsible for observations, evaluations, testing, reporting, conferencing and record keeping of each student.
- Be responsible for the organization of classroom structure and daily orderly maintenance of the classroom environment.
- Maintain an attractive environment conducive and related to the educational process and the units and themes being taught.
- Establish and maintain a positive working relationship with staff and parents.
- Be responsible for classroom discipline and student management in keeping with the school discipline policy.
- Submit weekly lesson plans to the principal when requested.
- Keep daily plans in easy access in the event that a substitute is needed. A current, updated substitute file of general information of schedule and seating is also required.
- Be responsible for the safety and health of students in the classroom.
- Be responsible to attend all staff and in-service meetings.
- Be accountable to participate in parent/family school events as scheduled or requested by principal.
- Be responsible to assist in the planning and implementation of all school programs and special events.
- Be responsible to set up classroom prior to the opening of school as well as year-end clean-up of classroom.

## **Duties & Responsibilities (continued)**

- Be responsible to communicate curriculum and activity information to parents regularly.
- Be responsible for timely planning of supply needs and informing the principal of these needs.
- Conduct oneself in a professional and Christian manner both in and out of the classroom.
- Plan and conduct parent/teacher conferences as needed or as scheduled.
- Teach scheduled class days and participate in staff development, in-service, preparation and special programs according to annual school calendar.
- Be supportive of the East Cooper Baptist Church's Statement of Faith and policies.
- Be familiar and continue to update your skills with the on-line student database and grade book program using RenWeb.
- Practice daily your God-given skills in evangelism and discipleship in the classroom with students, parents and community.
- Be an active contributor in the Grade Level Team meetings.
- Be at the school at 7:30 am until 3:30 pm (4:00 pm on Wednesdays).
- Fulfill other related duties as assigned by principal.

## **Qualifications**

- Bachelor Degree in Elementary Education
- ACSI certification
- Ability to move about the school building(s) and campus
- Ability to communicate effectively and positively with parents, students and a variety of people and personality styles
- Believe that the Bible is the only inspired, infallible Word of God and is our final authority in all matters of faith, truth and conduct
- Born again profession of faith in Jesus Christ, and living a moral and consecrated lifestyle
- Weekly attendance at an evangelical, Bible-based church

**Applicants must be in agreement with the ECBC/PCA Statement of Beliefs and Lifestyle statements. If you believe you are qualified, we invite you to submit an online application using the link below.**