



## Classroom Teacher Job Description

A classroom teacher at SCA provides students with appropriate learning activities and experiences in the core academic subject area assigned that align with Christian principles and the school's mission and vision. The teacher helps students be successful in their intellectual, emotional, physical, social, and spiritual growth. The teacher enables students to develop skills to be productive members of society.

**Qualifications:** Christian. PreK teachers do not have to be degreed or certified, previous experience is required. Elementary teachers must have a bachelor's degree, teacher certification is beneficial, but not required.

**Specific Skills:** Knowledge and experience with state academic standards, research based instructional practices, differentiation, and classroom management. Strong organizational and communication skills. Ability to multi-task.

Basic duties and requirements are listed below.

- Create and implement lesson plans that fulfill the school's curriculum program and show written evidence of such preparation is required.
- Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect the understanding of varied learning styles and student needs.
- Conduct ongoing assessments, both formal and informal, and use data to inform instruction and document student progress.
- Work cooperatively with other staff to align curriculum and activities.
- Be a positive role model for students. Following the Biblical based expectations in the staff contract and handbook.
- Create a classroom environment that is organized and conducive for learning.
- Manage student behavior in alignment with the campus handbooks.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Compile, maintain, and file all records and documents as required.
- Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.
- Participate in staff development and meetings.
- Comply with campus expectations and policies for teachers. Follow campus safety protocols and emergency procedures.
- Use of Microsoft Office applications, email, and use of printers and copiers is necessary. Use of document cameras and projectors is beneficial.
- Maintain emotional control under stress, sometimes work irregular hours both inside and outside, frequent standing and walking, possible lifting or moving of items thirty pounds or less.
- Participate in fundraising for the campus.

Other details:

- Background check is required.
- CPR training is a plus.
- Work schedule follows the school calendar.
- Health insurance is available for full-time staff, premiums paid. Additional family can be added, and other health benefits are offered at a cost to the staff member.
- 50% tuition discount for students of full-time staff.



## Office Manager Job Description

Everyone thinks the principal runs the school, but he or she also needs someone to handle clerical and administrative work, and that's the role of the school office manager. School office managers support the principal by performing daily tasks throughout the school. A school office manager works under the guidance of the principal. They are responsible for much of the clerical work in the school, including handling sensitive documents such as student records. They act as a liaison between the students, parents and principal.

Some basic duties are listed below.

- Greet parents and visitors, be the face of the school as you are the first person seen when people enter the building.
- Answer phones, transfer calls, take messages, etc.
- Keep track of attendance, parent notes, tardiness, students being signed out early, etc.
- Assist in scheduling substitute teachers.
- Maintain employee attendance records.
- Assist in website maintenance and upkeep.
- Assist in ordering supplies for the school and staff. Keep track of all items ordered and for whom/what so that it can be accurately entered by our accounting staff.
- Assist in fundraisers, both large after school events and small activities.
- Attend staff meetings, keep track of topics discussed and materials given out.
- Collect tuition payments and other fees via cash, check, or credit card payment.
- Laminating, copying, using Microsoft Office products, intercom system, multi-line phone system, email, Google drive, data base for student records, and knowledge of other office related equipment.
- Assist in dealing with sick children: delivering parent approved medications, Band-Aids, anti-itch medication, taking temperatures, setting up cot, contacting parents, etc.
- Basic cleaning and sanitizing office area, staff workroom, and staff kitchen area. We have a custodial staff, so this is typically a morning "wipe-down" of common areas and the coffee maker for example.
- Create and send out notes home about school wide activities or events, coordinate field trip payments and permission slips, send out a basic weekly newsletter, sort mail.
- The school office manager works as the principal's and the school's secretary, making appointments and managing the principal's schedule to some degree. They should be able to answer general questions about the handbook and the campus.

Requirements are listed below.

- Background check.
- Christian. We have a basic questionnaire to learn more about your faith.
- 2 or more years of experience in an office setting. (experience in a school is a plus)
- Proficient in Microsoft Office applications, email, and use of printers and copiers.
- Very organized and have the ability to multi-task.
- CPR training is a plus.

Schedule/benefits

- Follows the school calendar. All school holidays are included. Aug – May school year, hours 7:35-3:15.
- Days off are flexible for appointments, illness, vacation time, etc. Typically, 5 days off are include, but since we are a close-knit, small campus this is flexible. However, it should not be abused.
- Summer hours are one day per week, this is also negotiable and flexible. If salaried, pay is for 12 months. If hourly, pay is based on actual hours on campus/working.
- Health insurance is available.





## Teacher's Aide Job Description

A teacher's aide at SCA provides support for teachers and students during learning activities that align with Christian principles and the school's mission and vision. The aide will work cooperatively with the teachers and office staff for the safety and success of the students.

Qualifications: High School Diploma or GED

Specific Skills: Strong organizational and communication skills. Ability to multi-task and manage students.

Basic duties and requirements are listed below.

- Assist teacher in the classroom with lesson delivery and differentiation.
- Monitor students in various areas of the campus, like the playground and at lunch.
- Work cooperatively with other staff to align curriculum and activities.
- Be a positive role model for students. Following the Biblical based expectations in the staff contract and handbook.
- Manage student behavior in alignment with the campus handbooks.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Participate in staff development and meetings as requested by administrator.
- Assist in fundraising as requested by administrator.
- Comply with campus expectations and policies. Follow campus safety protocols and emergency procedures.
- Maintain emotional control under stress, sometimes work irregular hours both inside and outside, frequent standing and walking.

Other details:

- Background check is required.
- CPR training is a plus.
- Work schedule follows the school calendar.
- Health insurance is available for full-time staff.
- Pay is an hourly rate.