

## Valley Heights Christian Academy **Elementary Teacher Job Description**

**Goal:** To the praise and glory of God, the teacher will provide students with a sound academic education integrated with a Biblical view of God and a Biblical philosophy of life.

**Overview:** Primary responsibility is to serve as the combined:  
K4/K5 classroom lead teacher,  
1-2 grade classroom lead teacher **OR**  
3-4 grade classroom lead teacher.

**Contracted by:** Valley Heights Christian Academy School Board. All teacher contracts are ten (10) months and renewable contingent upon satisfactory performance and position need.

**Responsibilities:** The teacher shall:

1. Have received Jesus Christ as his/her own personal Savior and be a Christian role model in attitude, speech, dress, and actions toward others.
2. Make an effort to understand and appreciate the uniqueness of the communities that the school serves.
3. Cooperate with the School Board in implementing all policies, procedures, and directives governing the operation of VHCA.
4. Teach classes as assigned following a prescribed scope and sequence and maintain lesson plans as scheduled by the School Board, and assess students using a variety of measures.
5. Maintain an attractive and clean classroom learning environment through discipline and the development of character.
6. Plan and utilize a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each student to do their best work to reach the whole child: spiritual, mental, social, emotional and physical.
7. Keep parents and administration adequately informed of a student's progress or deficiencies.
8. Attend and participate in scheduled staff devotionals, teacher in-services, parent/teacher meetings and staff meetings.

### **Qualifications**

- Minimum of a Bachelors Degree from a recognized educational institution preferred.
- Successful relevant experience in teaching at the Elementary grade level desired.
- Dedicated to working with children and providing a safe, caring, learning environment.
- Familiar with the philosophy and goals of Christian Education.
- Ability to use appropriate strategies and techniques to enhance critical thinking skills in young people.
- Proven leadership, teamwork, interpersonal, communication and organizational skills.
- Relevant experience in the use of appropriate materials, technology, and resources to help meet the learning needs of young people.
- Able to devote a reasonable amount of time before and after school for staff related activities, special programs, and parent-teacher conferences.
- Able to pass a criminal background check.

**TO APPLY:**

**Valley Heights Christian Academy**  
**Attn: School Board**  
**75 Calvary Drive**  
**Norwich, NY 13815**  
**(607) 336-8422**  
**Email [office@vhcaonline.com](mailto:office@vhcaonline.com)**