

Job Title: ECA Teacher
Date Modified: May 2022
FLSA Classification: Full-time and part-time positions; Exempt
Duty Schedule: 10 month
Reports To: Elementary Principal
Position Purpose: Responsible for the daily organization and delivery of the curriculum for ECA classes.

Essential Functions

- Be attentive and responsive in caring for high energy children ages 18 months-5 years old.
- Establish a professional level of rapport with each family in order to provide quality care and friendly service.
- Be agile in adapting to various child behaviors and in re-directing them to focus on set activities and conduct themselves safely and kindly to others.
- Maintain a safe learning environment that is responsive to the social, emotional, physical, cognitive, and language development in children in assigned classrooms.
- Maintain a learning environment in the classroom to guide and stimulate students to achieve their greatest potential.
- Provide instructional leadership in the classroom.
- Keep up to date in the subject area with continuing education.
- Maintain discipline in the classroom.
- Maintain grades and records of conferences with parents, including disciplinary actions, and other records as determined by administration.
- Participate in curriculum development programs.
- Prepare lesson plans to achieve objectives per the curriculum map.
- Attend and participate in scheduled devotional, committee, and faculty meetings.
- Actively participate, update, contribute to the school improvement plan.
- Handle sensitive and confidential documents and information where judgment and discretion are essential.
- Keep personnel records, certifications and other required information current.
- Actively promote and participate in school activities.
- Follow the policies and procedures of the school outlined in the staff handbook.
- Satisfactory attendance and punctuality are conditions of employment.
- Serve in areas deemed necessary by the administration.

Education and Experience

- High School Diploma required; College preferred.
- At least one year of qualifying experience working with children 18 months to 5 years old.
- Submit to various background checks including those completed through the Department of Human Services, and FBI fingerprinting.
- Required certification(s) will be obtained upon hire, if needed.
- Must possess high energy, high emotional intelligence, flexibility and adaptability, love of learning, and knowledge of best practices pertaining to childcare.

Relationships

- Demonstrate a positive attitude toward all situations and relationships.
- Communicate with parents and students consistently and in accordance with all policies of Pantego Christian Academy.
- Willing to help and mentor other teachers.

- Demonstrate active listening engagement and empathy during meetings with parents and students.
- Exercise friendliness and consideration, treating students without partiality.
- Develop and maintain rapport with students, parents, and staff to promote a positive learning environment.

Service

- Actively promote and participate in school activities.
- Serve in areas deemed necessary by the administration.
- Model servant leadership for the students and parents.
- Willing to come early and stay late as necessary.
- Provide input and recommendations for administrative and managerial functions in the school.
- Attend and participate in scheduled devotional, committee, and faculty meetings.
- Contribute to the general improvement of Pantego Christian Academy.

Skills and Qualifications

- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Recognize the need for, and demonstrate, confidentiality regarding sensitive matters, such as students and teachers.
- Submit respectfully and is loyal to constituted authority.
- Use grammatically correct English in written and oral communication; speaks with clear articulation.
- Recognize the need for good public relations; represent the school in a favorable and professional manner to its constituency and the general public.
- Demonstrate an appreciation and understanding of the uniqueness of the local community.
- Demonstrate proficiency with basic PC, Microsoft Office, and Google applications.

Spiritual Leadership

- Believe and actively adhere to the Academy's Statement of Faith and Lifestyle Statement.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Evidence of the fruit of the Spirit in dealing with people.
- Actively participate in a local Bible-believing church.
- Have a conviction of God's calling to Christian school administration.
- Create an environment for students to accept God's gift of salvation, and be a Christian witness and role model to them in order to help them grow in their faith.
- Uphold Biblical principles and maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Ensure that the campus work environment is Christian-based, nurturing, loving, and wholesome.
- Work with the administration and staff to address the spiritual formation needs of the students.

Physical Requirements and Work Environment

- Regularly sit, stand, talk, hear, and interact with students
- Regularly sit on the floor and play games with the students
- Be able to occasionally lift up to 30 lbs.
- Regularly use close and distance vision
- Turn, bend, and reach teaching tools
- Maintain a professional appearance (see Employee Handbook).