

Veritas Classical Academy

Teacher Job Description—Grammar (K-5)

I. Although not fully comprehensive, the list below gives a general description of the basic tasks an elementary teacher normally will be required to perform and will be evaluated upon. In addition, it is expected that the teacher will comply with all applicable school policies and guidelines.

II. This job description is to be used in close conjunction with the Teacher Evaluation Form.

III. Basic tasks of a grammar school teacher at Veritas Classical Academy:

- A. **Model Christian Character**—The teacher is expected consistently to exhibit the fruit of the Spirit and spiritual maturity before his or her students and the rest of the school. The teacher is to exhibit humility and grace in leading the class and model repentance.
- B. **Articulate a Biblical Worldview**—The teacher should be able to apply biblical truth to relevant situations and regularly communicate the relevance of God to all areas of knowledge.
- C. **Competently Teach**—The teacher should have a thorough knowledge of and interest in the subjects he or she is assigned to teach. In grammar school these subjects generally will be: Bible, mathematics, phonics/literature, spelling, grammar, handwriting, writing, science and history. The teacher is expected to encourage the students to see how all subjects are interrelated, as parts of God's integrated universe, using clear language and age-appropriate vocabulary. A variety of teaching methods are to be used, with special emphasis on methods consistent with the grammar stage of the trivium.
- D. **Teach in Accordance with School Philosophy**—The teacher will make good and wise use of approved curriculum while skillfully moving students toward mastering learning objectives. Copies of weekly assignment sheets should be turned in to the school office at the end of each week.
- E. **Organize and Manage a Classroom**—The teacher is expected to maintain a neat, organized, clean and stimulating classroom environment for students. The teacher should set up simple, manageable class routines to accomplish basic tasks, such as homework collection, materials storage and distribution, etc. The teacher is expected to enforce classroom and school discipline policies to provide an orderly atmosphere of mutual respect.
- F. **Communicate with Parents**—The teacher will clearly communicate assignments to parents through weekly assignment sheets and notes. The teacher will encourage parental involvement and feedback and communicate to parents by manner and word that he or she highly values the partnership between teachers and parents in teaching children.
- G. **Exhibit Professionalism**—The teacher will demonstrate a biblical approach to work by punctuality, attitude, speech, appearance and attention to duties.