



## Prestonwood Christian Academy

## Job Description

Position: **PCA Hybrid Academy Teacher**  
Reports to: **Principal of PCA Hybrid**  
Classification: **Part time, Salaried, Exempt**  
Grade/Subject: **Enrichment Class teacher for K,1st, 2nd, 5th and 6<sup>th</sup>**  
**(Spanish, Art, Music, Technology, Physical Education)**

**Mission:** To assist Christian parents by helping equip students to embrace biblical truth, strive for academic excellence, and model Christ-like leadership to influence their homes, churches and communities for Christ.

### Employee Profile:

Spiritually, the employee shall possess characteristics that reflect:

- Acceptance without reservation of the PCA doctrinal beliefs
- A strong clear Christian testimony.
- A mature, godly spirit
- A person of faith and prayer

Personally, the employee's life shall reflect:

- A lifestyle of biblical integrity
- A spirit of dedication, commitment, flexibility, and responsiveness
- The ability to listen and respond to counsel

### PCA Hybrid Overview:

Prestonwood Christian Academy Hybrid operates a blended learning approach to instruction in conjunction with projected based learning. This instructional platform allows students and teachers to incorporate both an on campus (3 days a week: M, T, TH) and satellite attendance schedule (2 days a week: W, F).

### Duties and Responsibilities Within a Blended Learning Three Day a Week at School and Two Day per Week Satellite Location Educational Model:

- Contribute to school system's effectiveness by identifying short-term and long-range issues that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of action; implementing directives
- Establish and adjust course outlines and objectives by following curriculum guidelines and school goals; modifying plans on the basis of student diagnostic and assessment procedures
- Convey information to students by using language concepts, examples, demonstrations, and teaching aids through such best practices utilizing blended and projected based learning with subject matter
- Complete educational requirements by scheduling and assigning instructional activities; following up on results
- Assess student learning by preparing, administering, and scoring tests; reviewing and correcting assignments; eliciting student questions and responses; evaluating application of learning to classroom project results
- Maintain student-learning results by providing instructional feedback; coaching; counseling, and disciplining students; planning, monitoring, and appraising learning results
- Maintain records by documenting learning accomplishments, attendance, and behavior
- Guide students' personal and social development by establishing rules and procedures for administrative matters, student verbal participation, and student movement within the classroom, between classrooms, and outside the classroom
- Help parents by providing academic information; suggesting available educational and social resources; addressing parents' concerns; answering questions and request

- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Maintain safe and clean working environment by complying with procedures, rules, and regulations
- Conserve resources by using equipment and supplies as needed to accomplish educational results
- Other duties as assigned by school administration

### **Qualifications:**

- State issued Teacher's Certification in area of assignments
- Bachelor's degree in education and/or equivalent required subject hours
- Experience or quality training in teaching blended learning strategies within an educational setting
- Preferred experience and/or training in project-based learning
- Preferred experience in course design work
- Availability to commit approximately 120 hours of course design work over the summer previous to beginning the school year in the fall of the current year
- Creative and innovative nature regarding teaching and learning
- Prestonwood Baptist Church member preferred

### **Physical, Environmental and Mental Requirements**

- Regularly standing and walking around the classroom lecturing and monitoring students
- Regularly sitting at the computer requiring repetitive finger motion and manual dexterity
- Close visual acuity required for viewing a computer monitor, preparing and analyzing data and figures, transcribing and reading
- Hearing – ability to perceive sounds at normal speaking levels with or without correction
- Talking – expressing ideas by means of the spoken word to convey instructions to students, parents and other workers
- Ability to communicate effectively, even in stressful situations
- Primarily inside, classroom environment
- Occasional lifting of 5 to 20 pounds
- Subject to frequent interruptions and frequent deadlines