



6801 W Park Blvd. Plano, TX 75093
972-930-4044

Position: Teacher
Division: 6th-12th Grade
Grade/Subject: To be assigned by Director of PCAplus

Reports to: Director of PCAplus
Classification: On an as-needed basis
Compensation: Stipend amount per student enrollment

Mission: In pursuit of educational excellence in assisting the community, the mission of PCAplus is:
To extend Kingdom education, by using the digital learning environment, 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

Technical Competencies and Skills:

- Possess strong oral and written communication skills
- Access to computer with PCAplus Virtual Academy technology requirements
- Displays effective multi-tasking and time management skills

Duties and Responsibilities:

- Sends welcome letter and conducts welcome video call with parents and students followed by on-going timely and proactive communication to support student learning and progress in course
- Monitors and grades student work with feedback within 48 hours of submission
- Abides by and enforces PCAplus academic policies and processes
- Answers emails and phone calls consistently within 24 hours
- Schedules and completes student oral assessments upon student request and in a timely manner
- Provides live and recorded teaching sessions to enhance online curriculum and support student learning
- Identifies, selects and modifies instructional resources to meet the needs of the students with varying backgrounds, learning styles and special needs
- Conveys information to students by using language concepts, examples, demonstrations, and teaching aids, such as audiovisual equipment and computers
- Knowledgeable about online curriculum content of assigned courses and reviews content regularly
- Assesses 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
- Maintains student-learning results by providing instructional feedback; coaching; counseling, and disciplining students; planning, monitoring, and appraising learning results
- Maintains records effectively and efficiently by documenting learning accomplishments, online attendance, and academic integrity
- Provides a positive environment in which students are encouraged to be actively engaged in the learning process

- Communicates effectively, both orally and in writing, with students, parents and other professionals on a regular basis
- Maintains professional and technical knowledge by completing all assigned professional development, participating in Virtual Professional Learning Community (VPLC), attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional societies
- Models professional and ethical standards when dealing with students, parents, peers and the community
- Other duties as assigned by the Director of *PCApplus*

Qualifications: State issued Teacher's Certification in area of assignments
Bachelor's degree in education and/or equivalent required subject hours

Physical and Mental Requirements and Work Environment Conditions:

- Talking – expressing ideas by means of the spoken word to convey instructions to students/parents and co-workers accurately, loudly or quickly via phone and video call
- Hearing – ability to perceive sounds at normal speaking levels with or without correction and to receive detailed information through oral communication
- Repetitive motion of the wrists, hands and fingers
- Close visual acuity required for viewing a computer monitor, preparing and analyzing data and figures, transcribing and reading
- Works in an online environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts