



Teacher Grades K–6 Job Description

Objective: This is not intended to be a complete delineation of all the possible responsibilities of a Veritas Christi Academy teacher. Rather, it is a general description of the basic tasks a teacher will be normally required to perform and be evaluated upon. In addition, it is expected that the teacher will comply with all applicable academy policies and guidelines.

BASIC TASKS OF A K-6 TEACHER AT VERITAS CHRISTI CLASSICAL ACADEMY:

1. **Spiritual Leadership** - The teacher is expected to consistently exhibit love, joy, peace, and spiritual maturity before his or her students and the rest of the academy. The teacher is expected to be a student and lover of the Bible, God's only written Word. Active, joyful participation in any staff prayer meetings and academy assemblies is expected.
2. **Classroom Management/Environment** - The teacher is expected to maintain a neat, organized, clean, and joyful classroom environment for his or her students. This implies that the students will take an active part in cleaning and maintaining their room's appearance. The teacher should set up simple, manageable class routines to accomplish basic tasks, e.g. taking attendance, daily cleaning schedules, materials storage and distribution, etc.
3. **Lesson Preparation and Presentation** - The teacher should have a thorough knowledge of and interest in the subjects he is assigned to teach. These will normally include: Bible, reading, mathematics, science, grammar, composition, spelling, handwriting, history and/or geography. Also, in most grades a working knowledge and interest in Latin, art, music, and physical education is necessary, though these are normally taught by other specially trained teachers. All subjects should be taught utilizing the objectives, materials, priorities, and methods prescribed in the Veritas Christi Classical Academy Curriculum Guide. The teacher is expected to encourage the students to see how all subjects are interrelated, as parts of God's integrated universe. Clear language and appropriate vocabulary is also expected.
4. **Classroom Decorum and Discipline** - The teacher should be very familiar with and able to apply the spirit, as well as the letter, of the academy rules. An orderly (not necessarily silent) working atmosphere is to be the norm. Students should be aware of the class and academy rules and be encouraged to exercise self-discipline. When administrative discipline is necessary, the teacher is expected to accompany the student to the office and give the administrator an accurate accounting of the student's offense. The teacher is expected to diffuse and deal with the vast majority of corrective discipline situations within his classroom.
5. **Student Learning** - The teacher should seek to maintain the students' interest by modeling their own enjoyment of the material and help students develop habits which will lead to an ongoing love of learning. Narration is the teaching practice in which students are asked to communicate back to the teacher or class the substance of the content they have learned. The academy curriculum guide is to be used as the basis for measuring the overall progress of the class and individual students.
 - Comprehension checks
 - Use of narration
 - Asking open ended questions to assess understanding
 - Recitations, chants, songs, acronyms, summaries and reviews
 - Illustrations, applications, demonstrations
6. **Planning and Communications** - The teacher's weekly and quarterly plans should reflect creativity and a good use of class time. The curriculum guide should be used to establish weekly, quarterly, and semester plans. The teacher is to regularly (at least twice each month) communicate with the parents in his class. Emphasis should be placed on getting to know the families well, as well as letting them know what is happening in the class. The parents should feel welcome to visit and assist in the classroom.
7. **Professionalism** - The teacher is to consistently and joyfully demonstrate pride in Veritas Christi Classical Academy by his or her work, punctuality, speech, attitude, dress, and attention to duties.