



# PROVIDENCE ACADEMY

## Grammar School Teacher Job Summary

*“Be shepherds of God’s flock that is under your care, serving as overseers—not because you must, but because you are willing, as God wants you to be; not greedy for money, but eager to serve; not lording it over those entrusted to you, but being examples to the flock.” 1 Peter 5:2-3*

Essential functions of the job include but are not limited to the following:

- Passion for learning and commitment to classical instruction.
- Understanding of the trivium, quadrivium, classical pedagogical practices, and the *Seven Laws of Teaching*
- Plan, prepare and post weekly lesson plans with clear objectives that facilitate classical learning
- Plan, prepare and post weekly assignment sheets with the satellite classroom in mind
- Prepare instructional materials for classroom instruction.
- Use a variety of classical teaching methods as well as a variety of teaching aids.
- Develop lesson plans and tests in accordance with long range plans.
- Classically instruct while integrating Biblical truth and monitoring student learning.
- Teach classes as assigned following the school’s scope and sequence and course lead sheets provided
- Demonstrate a mastery of discipline(s) assigned.
- Understand the role of the parent as a partner in education by taking the lead in building effective relationships
- Pursue clear and consistent communication with parents to resolve behavioral and academic issues, which includes returning phone calls and responding to emails in a timely manner
- Manage student behavior in the classroom and maintain biblical discipline standards in accordance with Providence Academy’s code of conduct.
- Responsible for helping enforce all rules and regulations relating to student conduct, including the dress code.
- Observe and evaluate student performance and development to provide appropriate feedback.
- Record student absences and tardies for the attendance office.
- Grade and return classwork, homework, tests and assignments within one week
- Prepare grades at the end of each quarter according to the Providence Academy grading policies
- Update the course syllabus (Lion Tracks) and Curriculum Trak on an annual basis or as needed.
- Take initiative for independent growth in furthering understanding of classical education.
- Navigate and use FACTS (online school management platform) to post lesson plans and assignment sheets and enter grades.
- Plan and supervise one field trip annually related to a field of study in assigned grade level
- Comply with all Providence Academy guidelines, policies ,and procedures as outlined in the Parent/Student Handbook and Staff Handbook, including the Professional Standards for staff.
- Attend all required meetings/training: new staff training, August training, PPT, State of the School, parent conferences, faculty meetings, professional development, Monday morning prayer, school functions and training, as well as other scheduled events.
- Implement all other duties assigned