



## Summary

### Job Title

Lead Teacher - Lower School

### Department

Schools

Located in Loudoun County, Community Church exists to help people live life better by winning increasing numbers of people to Christ and his church. We summarize this mission as **Meet God**, **Meet Friends**, and **Live Life Better**. These three core initiatives drive everything we do!

Virginia Academy serves the mission of Community Church by preparing students for their best life, introducing them to a faith relationship with Christ and thoroughly preparing them for His service. We see students from all around the world introduced to a genuine faith relationship, discovering their unique God-given gifts, and being thoroughly prepared for a life of service to the Lord and His church.

Lead teachers are critical to the success of our school. They create a safe, engaging learning environment favorable to the learning and personal growth of every student. They establish effective rapport with students and inspire them to develop faith, knowledge, skills, and attitudes, which will prepare them for life. They challenge every student to excel at the highest level and establish great relationships with parents, which fosters trust and makes for a successful home and school partnership.

This position reports directly to a **School Principal**.

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## Key Responsibilities

### RESULTS

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## **Leadership and Strategy**

**55%**

- Understand with complete clarity and work to uphold the mission, vision, and values of Community Church.
- Know and uphold all policies and procedures – employee, parent/student, crisis management, etc.
- Model Christ-like character, God-dependency, and church attendance/participation for students and parents.
- Provide proactive care/supervision of students; referring them to the school nurse for medical and/or first aid needs.
- Daily provide a neat, welcoming, well-prepared and managed environment for learning consistent with the school's mission, values, objectives, policies, and procedures of best practice.
- Plan for and deliver well thought out lessons that connect w/ all learners; promoting deep thinking, concept mastery and a Biblical worldview.
- Incorporate a variety of teaching aids (manipulatives, visuals and technology), formative and summative assessments, project based assignments, and outside the classroom learning opportunities as part of the learning process.
- Provide a workable classroom schedule that promotes optimum student engagement and facilitation of the curriculum.
- Provide prompt grading and feedback on assignments and assessments for students and parents throughout the learning process/school year.
- Build relationships with students & parents (especially the students), which transcends the classroom and shows genuine care and concern.
- Collaborate with other teachers and other staff members to ensure each student's needs are met as needed.
- Attend all monthly faculty and weekly divisional meetings for continued development, communication, and problem solving.
- Attend school and student events as required and/or possible.
- Perform other related responsibilities as directed by your divisional supervisor including but not limited to lunch & detention, recess, nap time, dismissal, etc.

## **Administration**

**30%**

- Provide a class syllabus and unit lesson plans as requested by divisional supervisor.
- Keep accurate daily classroom attendance.
- Proactively and professionally provide regular and necessary communication with parents regarding student performance, behavior, and overall progress; answering incoming emails and phone calls with a timely, professional response.
- Effectively make use of the school data system (Renweb) for parents & students to further engage in the learning process; providing timely and consistent reporting, grading/scoring of all assignments, assessments, labs, projects, conduct, etc.
- Meet with parents for feedback, concern resolution, and student course correction as needed and/or scheduled.

## **Project Management**

**10%**

- Organize, decorate, and maintain the learning environment prior to the beginning of school and throughout the year.
- Prepare for and attend BTS.
- Assist with the evaluation process for curriculum and text materials.
- Administer yearly Standardized tests.
- Provide formal quarterly reports (report cards) for students' academic and behavioral progress.
- Manage and/or assist with the end of year pack up and storage of classroom/school supplies, rooms, etc.
- Plan and communicate needed and desired field trips.

## Professional Development

4%

- Set and meet yearly goals, seek out professional growth opportunities, and achieve the required total of yearly continuing education credits.
- Attend school orientation and other in-house training sessions.
- Prescribe to all action plans for future growth as prescribed by the principal through informal and formal performance reviews/observations.
- Engage in Threads to help promote a culture of free flowing feedback.

## Financial Stewardship

1%

- Submit purchase requests for needed supplies.
- Submit reimbursement requests for approved purchases as needed.
- Receive and relay payments for text replacements, special field trips, and activities as needed.

## Total

100%

## CORE VALUES

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### Health Matters

20%

- We work with the tangible help of God by maintaining regular personal time with him—space for hearing & listening to God’s voice through silence, solitude, praying, meditating on scripture, journaling, etc.
- We lead out of healthy marriages or singleness.
- We pay attention to physical health—diet, exercise & rest (Sabbath)—& make necessary adjustments.
- We connect to godly friendships through small group involvement where accountability & encouragement is practiced.
- We practice vulnerability—regular confession of weaknesses, sins, hurts, habits & hang-ups to not only God but to one another, as well.

### Church Matters

20%

- We not only attend but we compellingly & constantly invite others to church, as well. An empty seat is a BIG deal!
- We always look out for & initiate conversation with new comers & guests. We push through our awkwardness so guests can feel welcome. We love to ask: “What can I do for you?”
- We work hard & if needed, late to make our ministry radiant—a church where people can’t help it, they have to notice her & want to be around her! We live to make church an ‘over-the-top’, inspiring, winsome, irresistible experience.
- We all equally share in honoring God by investing 10% of our income annually to finance his mission, the church. We don’t just work here. We ‘bleed orange!’
- We inform & help people complete our GROW course, the critical 1st step in truly joining the church.

### Attitude Matters

20%

- We own the mission not our position, title or rank. We never say, “That’s not MY ministry!” or, “No one ever told me to do that!” or, “That’s not in my job description.” We energetically do what needs to be done.
- We don’t tolerate a negative attitude. We obsess on what we can control not on what we can’t.
- We all serve—something we’re doing connected to God’s house that we’re not being paid for.
- We practice authentic listening—listening to understand.
- We assume the best—when ‘stuff’ happens we don’t assume the worst or immediately go negative but give our colleagues the benefit-of-the-doubt.

## Development Matters

20%

- We maintain Personal Development Plans (PDP's) so we can demonstrate leadership growth. (We set goals—next steps in Leadership Pipeline, book reports, conferences, coaching...something!)
- We give the gift of feedback—positive & growth. & we hunger for both constructive & growth feedback from team mates in all situations.
- We lift others to higher levels passing along to others the knowledge, skills & opportunities that have been entrusted to us. We don't just do a 'job', we build & empower people.

## Environments Matter

20%

- We insure that all our environments are irresistible! From the parking-lot to our work space we strive to be flawlessly maintained—no 'broken-windows' anywhere...period.
- We are not finished until everything is clean, put away & visually stunning.
- We communicate confidence & respect to volunteers by keeping all behind-the-scene areas impeccable. (all closets, resource centers, cabinets, stairwells, back-stages, sound booths, garages, conex-storage boxes, etc)
- We pick up trash. We vacuum, sweep, mop, straighten things; put things away & return things in a clean orderly fashion. Sloppiness is ungodly!

## Total

100%

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## Requirements

### Education:

#### *Required*

- 4 years of college
- Active church member

#### *Desired*

- Bachelors or Masters in Education
- Student Teaching Completion and/or Certification
- CPR/First Aid and/or MAT Certified

### Experience:

#### *Required*

- A passion for teaching
- Demonstrated ability to work well with children/youth
- Well-rounded knowledge of the education process and subject matter.

#### *Desired*

- Experience as a lead teacher
- Experience in a church-run school
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook)

*The above statements are intended to describe the general nature and level of work being performed by the individual(s)*

*assigned to this position and should not be considered a contract of employment. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary.*