

# Owasso Preparatory Academy

## Teacher Job Description & Openings

**Status:** Part-Time

**Basic Function:** The classroom teacher uses effective teaching techniques to achieve curriculum goals and affect student learning, while integrating biblical principles and utilizing a Christian philosophy of education. The classroom teacher is also expected to use effective classroom management in controlling the behavioral discipline of the students.

**Reports To:** Academic Dean

### **Teacher Responsibilities/Tasks:**

- Demonstrates a mastery of the subject material assigned.
- Uses effective teaching techniques to achieve curriculum goals and affect student learning.
- Teaches classes assigned and scheduled by the administration.
- Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
- Prepares and submits lesson plans and any other classroom materials and documentation as required.
- Complies with all OPA policies and procedures and attends all required meetings.
- Employs a variety of instructional aides, methods, and materials that will provide for creative teaching and appeal to a variety of learning styles.
- Prepares weekly lesson plans for the satellite classroom time supervised by parents at home.
- Assesses the learning of students on a regular basis and supplies proper feedback to administration and parents.
- Uses proper classroom management techniques to ensure proper discipline in the classroom.
- Helps ensure proper discipline on the school premises and at school events.
- Follows established policies and procedures for dealing with students, parents, administration, and staff.
- Demonstrates support for the role of parents as educational partners and supports them in that task.
- Cooperates with administration in implementing all policies, procedures, and directives governing the operation of the school.
- Maintains regular and accurate attendance and grade records to meet the demands for comprehensive knowledge of each student's progress.
- Keeps students, parents, and the Administration adequately informed of deficiencies and give sufficient notice of failure.
- Maintains a clean, attractive, well-ordered classroom.
- Performs adjunct perfunctory duties as required and defined by the Administration.

### **Positive Requirements, Knowledge, Skills, and Abilities:**

- Demonstrates basic understanding of a comprehensive field of knowledge normally acquired through attainment of a Bachelor's degree or higher in related field.
- 3-5 years prior related experience preferred.

- Committed to Christian principles and teachings both professionally and personally. A Christian who is, and will remain during the period of employment, an active member of a Christ-centered church, growing in his/her Christian relationship with God, and actively practicing and exhibiting Christian principles of the Christian faith.
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- Has excellent communication skills, both oral and written.
- Has excellent organizational and planning skills.
- Demonstrates and maintains a professional demeanor.
- Excellent interpersonal relational skills. Work cooperatively with students, staff, and parents while exhibiting the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Exhibits strong servant-leadership traits with team building emphasis.
- Able to maintain a high level of confidentiality.
- Is able to handle multiple tasks, energetic, with good organizational skills.
- Is personally attuned to the requirements of meeting needs of the students and ability to establish and maintain effective working relationships with parents, other employees, and the public.
- Is able to deal with a variety of adults and children with a range of personalities and/or problems and maintain confidentiality.
- Is able to motivate students and parents.
- Is able to mentor parents in home teaching duties.

This job description has been designed to indicate the general nature and level of work to be performed. It is not designed to contain or be interpreted as a comprehensive description of all duties and responsibilities required of this position.

*Owasso Preparatory Academy will employ individuals of any race, color, and national or ethnic origin and does not discriminate on the basis of race in the administration of its personnel policies or procedures.*