



## Pacific Christian Academy Job Description

Title: Preschool Teacher  
Hired by: Head of School  
Reports to: Head of School and Early Education Director  
Supervises: Students  
Evaluated by: Early Education Director  
Work in unity with: Teachers and Staff

### Job Summary

Every teacher is expected to live a Christ-like life and live as a biblical role model. PCA educators have the amazing opportunity to teach, mentor, and disciple the students put under their care. The mission statement challenges preschool teachers to collaborate with parents in the education of their children, to come along-side young learners as they begin their faith and education journey, and to teach them to be young leaders.

### Required Spiritual Qualities

It is expected that the PCA teacher will ...

- Believe the Bible to be the inspired, only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Be a born again, Spirit filled Christian who is in agreement with the PCA mission and vision, doctrinal statement, values, philosophy of education, and policies.
- Acknowledge Christ as Savior and seek to live life as His disciple.
- Demonstrate a desire for spiritual growth as evidenced by his/her prayer life, Bible study, and spiritual outreach to others:
  - Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40).
  - Be committed to God's biblical standards for sexual conduct.
  - Share the Christian faith with others.
  - Have a Christ-centered home.
  - Actively participate in a local Bible-believing church.
- Believe and actively support the school's statement of faith.
- Evidence the fruit of the Spirit in dealing with people.
- Have a conviction that God has called him/her to Christian school ministry.
- Reflect the purpose of the school, which is to honor Christ in every class and in every activity.
- Maintain high standards of ethics, honesty, and integrity, in all personal and professional matters.
- Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.
- Reflect and teach the mission, vision, and core beliefs of the school.

### **Required Personal Qualities/Functions**

It is expected that the PCA teacher will ...

- Have the spiritual maturity, academic ability, and personal leadership qualities to “train a child in the way he should go” (Prov. 22:6, NIV).
- Be an enthusiastic visionary, an encourager, and a self-starter with a high energy level.
- Teach using best educational practices, including teaching to the objective/learning target, student engagement and assessment.
- Manage the classroom and individual students with a firm, grace-filled accountability to high behavioral expectations.
- Demonstrate sensitivity toward staff, parent, volunteers, and children, and an ability to interact effectively with them.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Attend Open Houses, Student Showcases, concerts, and events as requested by the Head of School.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the classroom and school.
- Develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
- Defend principles and convictions in the face of pressure and partisan influence.
- Recognize her/his mistakes and take measures to correct them.
- Be a collaborative team player.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to those in authority.
- Appreciate and understand the uniqueness of the PCA and local community.
- Place her/his school ministry ahead of other jobs or volunteer activities.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.

### **Required Professional Qualities/Functions**

It is expected that the PCA Early Education teacher will ...

- Hold an AA or Bachelor’s degree from an accredited postsecondary institution.
- One year related experience working with school age children, preferred.
- Ability to work in a team environment with various levels of staff.
- 30 hours STARS or willing to obtain as quickly as needed.
- A clear Washington State Portable Background Check.
- A current First Aid/CPR card or willing to obtain immediately.
- HIV/Aids and Bloodborne Pathogen training/card or willing to obtain immediately.
- A TB test within the last year or willing to obtain immediately.
- DCYF required training.
- Hold ACSI certification or be willing to complete the requirements for certification within a specified time period.
- Demonstrate a reasonable level of computer/media literacy.

- Possess evidence of other adequate preparation, background, or experience as determined by the Head of School.
- Seek and accept constructive evaluation of her or his own job performance.
- Attend all Professional Development, workshops, and meetings required of teachers.

### **General**

- Teach classes as requested by the Head of School.
- Ensure adequate supervision for students during the school day and for school events.
- Facilitate a strong sense of school spirit throughout the school.
- Complete the responsibilities outlined in the Employee and Teacher Handbook.
- Perform other duties as assigned by the supervisor.

### **Summary of Essential Job Functions**

- Must be able to listen carefully and respond with grace and understanding to all members of the school community.
- Must be able to read and write
- Must be able to manage time and prioritize daily and weekly tasks.
- Must be able to manage the physical, emotional, and mental aspects of the job.
- Able to walk forward and backwards.
- Able to project voice so that up to 50 students can hear.
- Able to actively teach a full school day.
- Able to work in a standard classroom and under normal school conditions.
- Able to lift or carry classroom supplies, textbooks, furniture, and equipment to a maximum of 35 pounds.
- Able to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis.
- Able to perform repetitive physical tasks such as computer keyboarding
- Able to monitor students in a variety of locations including those with noise, activity, and inclement weather.

### **Work Hours and Compensation**

Teaching is a full-time responsibility. Teachers are on campus Monday – Friday, 7:30 a.m.- 3:30 p.m., as he/she follows the academic calendar. Salary is based on qualifications and work experience. Salary range is \$30,800 - \$40,480 per year. Full benefits include a 50% PCA full time student tuition discount for eligible EE-12 dependents, and 75% medical and dental insurance. Life insurance is a 100% benefit.

### **Please Note:**

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*