

# ANNAPOLIS CHRISTIAN ACADEMY

## Grammar School Teacher (K–6)

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### Job Description

This document provides a general description of the primary responsibilities and performance expectations for a Grammar School Teacher at Annapolis Christian Academy. It is not intended to be an exhaustive list of all duties. All teachers are expected to comply with applicable school policies, guidelines, and the spirit of the school's mission.

This job description is used in conjunction with the Teacher Evaluation Form.

### Role Overview

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The Grammar School Teacher plays a foundational role in the academic, spiritual, and character formation of students in grades K–6. As a key member of the ACA community, the teacher models Christian virtue, upholds classical education principles, and fosters a love of learning in every student.

### Core Responsibilities

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#### 1. Spiritual Leadership

- Model love, joy, peace, patience, and spiritual maturity in all interactions with students, families, and colleagues.
- Demonstrate a personal commitment to Scripture and integrate biblical truth naturally across all subjects.
- Actively and joyfully participate in staff prayer meetings, chapel, and school assemblies.

#### 2. Classroom Environment & Management

- Maintain a clean, orderly, and academically stimulating classroom that reflects excellence and intentionality.
- Establish and consistently apply clear classroom routines for attendance, materials management, transitions, and daily cleanup.
- Cultivate student ownership of their classroom environment and learning space.

#### 3. Discipline & Classroom Culture

- Know and apply both the letter and spirit of school rules to maintain an orderly, productive classroom culture.
- Foster student self-discipline and a sense of personal responsibility.
- Address the majority of corrective situations within the classroom; involve administration when necessary, providing an accurate and timely account of the situation.

#### 4. Lesson Preparation & Instruction

- Demonstrate thorough knowledge of and genuine enthusiasm for assigned subjects, which typically include:

- Bible, Reading, Mathematics, Science, Grammar, Composition, Spelling, Handwriting, History, and Geography
- Art, Music, and Physical Education at most elementary grade levels
- Note: Latin (grades 3–6) is taught by a specially trained instructor
- Align all instruction with the objectives, priorities, and methods outlined in the Course Guide.
- Help students see the integration of all subjects within God’s ordered creation.
- Employ a variety of effective teaching methods, including:
  - Comprehension checks and inductive questioning
  - Rephrasing of concepts by students
  - Frequent summaries, reviews, and real-world applications
  - Illustrations, demonstrations, and hands-on learning

### **5. Student Learning & Assessment**

- Actively work to engage and sustain student interest and curiosity across all subjects.
- Recognize and appropriately accommodate individual learning needs within the classroom.
- Use diverse assessment methods beyond testing to measure student progress and understanding.
- Use the school’s curriculum guide as the primary benchmark for evaluating class and individual student progress.

### **6. Planning & Communication**

- Submit weekly lesson plans to administration, reflecting thoughtful use of class time and alignment with Course Guide goals.
- Develop weekly, quarterly, and semester plans using the Course Guide as a framework.
- Communicate regularly with parents—at minimum twice per month—to build relationships and keep families informed.
- Foster a welcoming, partnership-oriented relationship with families, encouraging classroom visits and involvement.

### **7. Professionalism & School Representation**

- Consistently represent Annapolis Christian Academy with excellence through punctuality, professional dress, positive speech, and a joyful attitude.
- Demonstrate commitment to ongoing professional growth and continued learning in relevant subject areas.
- Collaborate constructively with colleagues, administration, and families in support of the school’s mission.

## **Qualifications**

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- Bachelor’s degree preferred; equivalent experience and demonstrated gifting considered
- Demonstrated ability and passion for teaching in a K–6 classical Christian environment
- Solid content knowledge in relevant subject areas
- Commitment to Christian education and the classical approach to learning

- Desire to remain current in areas of professional and subject matter expertise
- Familiarity with the mission, philosophy, and culture of Annapolis Christian Academy
- Relevant teaching experience (paid or volunteer) in applicable areas
- Strong written and oral communication skills
- Relational warmth and the ability to build positive connections with children, families, and colleagues

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*This job description is reviewed periodically and is subject to change in accordance with the needs of Annapolis Christian Academy.*