

Posting Title: Elementary Teacher (24-25 Academic Year)

Job Location: Springtown, Texas

Full Time/Part Time: Full Time

Schedule Commitment: Monday-Friday 7:00am-4:00pm

Salary Information: Salary commensurate with experience.

School Overview: Hilltop Family Christian Academy (HFCA) was established in 2022 by members of Hilltop Family Church. The 2023-2024 academic school year was HFCA's first school year. School hours for students will be Monday-Friday 7:40am-3:20pm.

Job Description: HFCA is currently accepting applications for full time Elementary teachers for the 2024-2025 school year. Elementary teachers will provide students with appropriate learning activities and experiences in all academic subject areas assigned to help students fulfill their potential for spiritual, intellectual, emotional, physical, and social growth.

Reports to: Head of School

Minimum Qualifications:

- Bachelor's degree from an accredited college and one (1) year of related experience.

Preferred Qualifications:

- Personal testimony of a relationship with Jesus Christ.
- Passion for mentoring students.
- Master's degree from an accredited college.
- Multiple years of experience as an elementary classroom teacher.
- Several semester hours of college credit or CEUs in Biblical Studies.
- Proven record of quickly assimilating into new environments, identifying areas for improvement and affecting change, while cultivating positive relationships.
- Valid Texas Teaching certification is a plus.
- CPR/First Aid certification.
- Experience with GradeLink is a plus.

Knowledge, Skills and Abilities:

- Ability to instruct students and manage classroom instruction.
- Develop and implement lesson plans that fulfill the requirements of HFCA's curriculum program.
- Strong organizational, communication, and interpersonal skills.
- Possesses a growth mindset and eagerness to explore new ideas and approaches.
- Demonstrates a dedication to the cultivation of children's intellectual, spiritual, social, physical, and emotional development.
 - Demonstrates an ability to effectively instruct, inspire and assess children in a variety of areas (academic, intellectual, spiritual, social, physical, etc.) through creative, purposeful, and age-appropriate methods.
 - Has a servant leadership management style and leads with transparency and is receptive to an appropriate level of accountability. Welcomes and acts upon constructive feedback.

- Maintains high standards of excellence in all work and takes responsibility for positive outcomes.
- Possesses strong and compelling written and verbal communication skills. Has a gentle and gracious way with others while also energizing and inspiring coworkers, students, and the community to positive ends.
- Possesses strong administrative and organizational skills and demonstrates ability to manage multiple tasks and parties through effective use of time and resources.

Overview of Responsibilities:

- Organize and follow designed curriculum while also providing an engaging classroom environment.
- Plan, monitor, and appraise learning results to establish and adjust course outlines and objectives by following curriculum guidelines.
- Maintain an orderly, clean, safe environment for students, parents, and colleagues at all times by complying with HFCA procedures, rules, and regulations.
- Complete educational requirements by scheduling and assigning activities using both teacher-led instruction and student-centered teaching methods in the classroom to convey information to students by using examples, demonstrations, and teaching aids.
- Implement engaging strategies, activities, and techniques for raising student achievement and promoting a love of learning and positive social behaviors among students.
- Modify lesson plans based on student diagnostic and assessment procedures and differentiate instruction and teaching methods to meet the needs of individual students in collaboration with the Head of School.
- Guide students' personal and social development by establishing rules and procedures for administrative matters and classroom operations including student verbal participation, and student movement within the classroom, between classrooms, during recess, etc.
- Nurture the spiritual development of students and be an example of a fruitful follower of Christ in personal and professional studies, devotions, and worship.
- Develop student's ability to think critically and provide opportunities for students to make applications with the material they are learning.
- Establish clear expectations and provide disciplinary training and enforcement of classroom and behavioral policies and procedures following HFCA guidelines.
- Counsel students when adjustment and academic problems arise and notify the Head of School when issues are present.
- Implement determined directives as established by the Head of School.
- Maintain student records including learning accomplishments, grades, attendance, behavior, and honorable character.
- Engage in positive, constructive communication with parents regarding student's academic and behavioral progress and development including, but not limited to, class newsletters, student folders, email, etc.
- Partner with parents by addressing parent concerns, answering questions and requests in a timely manner (within 24 hours), suggesting educational and social resources, scheduling parent conferences at least once per year and as needed throughout the school year to discuss student progress.
- Support the facilitation of student drop-off and pick-up, lunches, recess, etc. as determined by the Head of School.

- Participate and assist with school events including, but not limited to, open houses, orientations, parent meetings, field trips, fundraisers, and other before and after school activities.
- Maintain professional and technical knowledge in ways such as, but not limited to, conducting personal research, attending educational workshops, reviewing professional publications, participating in professional societies, etc.
- Participate in all scheduled data meetings, professional development, faculty meetings, employee reviews and evaluations, and other requested meetings with the Head of School.
- Keep informed of accreditation requirements and timelines.

Physical Responsibilities: The role of a teacher requires the following physical requirements to fulfill the essential functions of this position including daily walking, bending, kneeling, overhead reaching, and standing for long periods of time. This position also requires the ability to move, push, pull, lift, or carry tables, chairs, classroom supplies, and equipment up to 30 lbs. Teachers must have the ability to communicate effectively (verbal and written) and must be able to instruct students while maintaining emotional control under stressors which may include interruptions, noise, or changes in routine.

All duties and descriptions listed above are essential to the position; however, other duties are subject to be assigned as necessary.

Hilltop Family Christian Academy admits students of any race, color, and national or ethnic origin. Also, as required by Title IX of the Education Amendments of 1972, Hilltop Family Christian Academy does not discriminate on the basis of sex in its educational program, activities, or employment except where necessitated by specific religious tenets held by the institution and its controlling body. Hilltop Family Christian Academy reserves the right to refuse enrollment to any student for any reason not prohibited by law and determined by the school to be in the best interest of the school.