



**ROCK**  
ACADEMY

**JOB DESCRIPTION**

**Position:** 6<sup>th</sup> Grade Teacher

**Reports to:** Rock Academy Principal

**Position Status:** Full-Time, Exempt

**Department:** Rock Academy

**Effective:** March 2012

**Replaces:** All previous

**Position Number:** RA - 01 - 12

**Posting Date:** March 23, 2012

**1<sup>st</sup> Closing Date:** March 30, 2012

**Position Summary:**

The 6<sup>th</sup> Grade Teacher educates and equips all students; to give them the academic, spiritual, emotional and physical tools needed to become Christian leaders. This position strives daily to bring the Living Word to students, some of whom do not, as of yet, have a personal relationship with Christ. Incumbent works under the direct supervision of the Rock Academy Principal.

**Job Responsibilities and Duties:**

1. Equips 6<sup>th</sup> grade students to be ready to succeed in 7<sup>th</sup> grade.
2. Effectively writes and teaches a weekly Lesson Plan with age appropriate activities for the age group served.
  - a. Writes curriculum documents for accreditation process by the Western Association of Schools and Colleges (WASC).
  - b. Updates weekly grades, lesson plans and homework, as due for posting on On-line grade book by Friday at 5PM.
  - c. By the start of the school year, the year's lesson plans shall be made, worksheets and reproducible materials shall be copied and filed, and all materials shall be prepared for the year.
3. Reaches out to families in surrounding community with faith-based, educationally sound curriculum.
4. Arrives promptly at the start of shift, ready and prepared to begin the day. Faculty are required to be on campus from 7:00 AM to 3:30 PM each weekday.
5. Keeps classrooms, playgrounds, resources, equipment, and physical environment clean, safe and presentable.
6. Completes any additional work needed during hours beyond outlined daily schedule.
7. Follows the grade school academic calendar, including professional development days.
8. Provides lunch and recess supervision, PE and elective class coverage and chapel planning as needed.
9. Ensures that all work areas have supplies and are restocked as needed.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Rock Academy Principal.

### **Job Skills and Requirements:**

1. BA degree and CA State Teaching Credential preferred, but not required.
2. Minimum of 3-5 years teaching experience is highly desired.
3. Participates in the Rock Academy devotional readings or other spiritual and educational aides as required by the Rock Academy administrators.
4. Strong attention to detail and accuracy, including excellence in oral and written communications to verbalize issues clearly, concisely, and competently in positive or negative situations.
5. Must possess strong computer skills, including proficiency with spreadsheets, databases, and word processing software. Windows based software (Excel, Word, PowerPoint)
6. Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events with poise and professionalism.
7. Identifies and resolves problems in a timely manner; responds promptly to requests for service and works well in group problem-solving situations; strong team player who meets commitments.
8. Ability to work in a high volume environment while maintaining solid productivity and quality of work.
9. Self-motivated and flexible with strong organizational skills and the ability to work well with timelines and short deadlines.

### **Expectations of Staff:**

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. Follows Matthew 18 and Ephesians 4:15 for all grievances.
3. Successful completion of both a LiveScan and background check.
4. Regular attendee of a Bible believing Christian church, to be reviewed by Administration.
5. Call Rock Academy administrators if an absence or tardy arrival is anticipated. A message may be left, but continue to call back until the staff is reached in person.
6. Regular involvement in Rock Academy activities, ministries and events (ie, Christmas/Spring programs, sports activities such as Homecoming game, afterschool activities, dances, etc.). Attendance at all mandatory meetings.
7. Signed acknowledgement of the Rock Church Statement of Faith.
8. Adheres to policies and procedures as stated in the Rock Academy Employee handbook.
9. Pleasant and professional personality and appearance. Staff should set a good, modest example to students by dressing in "professional casual" attire.

### **Physical Requirements:**

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.

### **Employment At-Will:**

All employees of The Rock Academy are at-will, and as such, are free to resign any time without reason. The Rock Academy likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Academy has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.