



JOB DESCRIPTION

Position: Junior-Senior High Spanish Teacher

Reports to: Rock Academy Headmaster

Position Status: Full-Time, Exempt

Department: Rock Academy

Effective: July 2012

Replaces: All

Position Number: RA-09-12

Posting Date: July 11, 2012

1st Closing Date: July 18, 2012

Position Summary:

The Spanish 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. The Elementary Spanish Teacher works under the direct supervision of the Rock Academy Headmaster.

Job Responsibilities and Duties:

1. Equip students to move on to the next level of Spanish.
2. Effectively write and teach a weekly Lesson Plan with age appropriate activities for the age group served.
 - a. Write curriculum documents for accreditation process by the Western Association of Schools and Colleges (WASC).
 - b. Update 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. Reach out to families in surrounding community with faith-based, educationally sound curriculum.
4. Be on time 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. Keep classrooms, playgrounds, resources, equipment, and physical environment clean, safe and presentable.
6. Complete any additional work needed during hours beyond outlined daily schedule.
7. Follow the grade school academic calendar, including professional development days.
8. As needed, provide lunch and recess supervision, PE and elective class coverage and chapel planning.
9. Ensure 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 credential required.
2. Dress appropriately. (See Staff Handbook)

3. 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.
4. Participate in the Rock Academy devotional readings or other spiritual and educational aides required by the Rock Academy administrators.
5. Attend all meetings required of the academy staff, as needed.
6. Never use corporal punishment; never use abusive words, acts, or behavior towards any child, parent or staff member. (If found to have violated anyone's personal rights, it will be grounds for immediate termination.)
7. Regular involvement in Rock Academy activities, ministries and events (ie, Christmas/Spring programs, sports activities such as Homecoming game, afterschool activities, dances, etc.)

Expectations of Staff:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Successful completion of a background check or LiveScan.
4. Pleasant and professional personality and appearance.
5. Regular attendee of a Bible believing Christian church, to be reviewed by administration.
6. Attendance at all mandatory meetings (and events, as needed).
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. Dress: Appropriate attire includes loose, modest clothing (no shoulders, midribs or chest area shown for women and no blue or black jeans). Teachers should set a good, modest example to students by dressing in "professional casual" attire. On "Dress for Success" days, employees will be asked to wear professional, job-interview-like attire. If any questions arise as to what is appropriate, please discuss with the Headmaster.

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 and 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.