

## **Job Title: Early Education Teacher**

**Supervisor:** Elementary Principal

**Job Classification:** Exempt

**Job Summary:** Mount Calvary Christian School of Elizabethtown, PA has an immediate, full-time Early Education Teacher opening. Salary is commensurate with experience; insurance benefits are offered with this position. The position is renewable each year. Email a resume and cover letter to [info@mcchristianschool.com](mailto:info@mcchristianschool.com), and please do not fill out an application unless you are asked to do so.

This professional should be able to plan lessons based on the school's approved curriculum. These lessons must reflect Mount Calvary's educational philosophy and emphasis on inquiry-based learning and higher-level thinking. Daily lessons must be standards-based, revolve around essential questions, include a variety of activities that directly correlate to the assigned standards and objectives, and include continuous formative and summative assessment. Instruction must be student-centered as opposed to content-centered. The teacher must reflect a personal commitment to life-long learning and the ability to adapt instruction to best meet individual student learning styles and ever-changing needs as well as present educational initiatives. A proven ability to communicate and collaborate effectively with parents, peers, and administrators is required.

**Job Specifications:** We seek quality, Christian teachers with the minimum of a teaching degree and certification(s). These teaching positions will be filled by high quality candidates that demonstrate excellent teaching skills and specialize in the instruction of early education students. The successful candidates must implement an educational program that meets and exceeds state standards and will follow Mount Calvary Christian School policies and procedure guidelines. The teacher is responsible for creating and maintaining a safe, organized, and stimulating classroom environment through personal example, positive relationships, discipline that is redemptive in nature, and differentiated instruction.

The teacher will be responsible for all logistical tasks which include, but are not limited to, writing curriculum as part of subject area committees, writing and implementing daily lesson plans, assessing student understanding in a timely and effective manner, maintaining grades on RenWeb, keeping parents informed of expectations and student progress, and actively participating and contributing to division and school-wide events.

### **Other Duties:**

1. Actively participate in staff and professional development meetings as well as other professional development opportunities to improve competencies.
2. Perform any other related duties as assigned by the appropriate administrator.

### **Spiritual Qualifications:**

1. Be a born again Christian who possesses a strong Christian testimony and evidence of spiritual maturity.
2. Be in agreement with the school's and church's published doctrinal position.
3. Possess the qualities of Christian leadership and servanthood. Although this individual will not be functioning in a pastoral capacity, we desire employees aspire to the highest levels of character (1 Timothy 3:2-12; Titus 1:6-9; Matthew 20:26-27 and Mark 9:35).
4. Possess a strong Christian Philosophy of Education

**Working Conditions & Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. The person

must be able to supervise children, which may involve picking up lower elementary students and assisting them physically in some way.

The candidate has to be able to bend, stoop, lift up to 25 pounds, sit on the floor, climb stairs, walk, reach overhead, and stand for extended periods of time. In addition, the candidate must exhibit manual dexterity to use a phone, type, operate a computer, hear and respond to emergency notifications, read printed material with or without vision aids; hear and understand speech at normal levels, and speak in audible tones so that others may understand clearly.

**Application Process:** Interested candidates should send a cover letter, résumé to Megan Jordan, Mount Calvary Christian School, 629 Holly Street, Elizabethtown, PA 17022. Electronic and scanned materials can be sent to: [info@mcchristianschool.com](mailto:info@mcchristianschool.com). Please do not complete an Instructional Staff Application until requested to do so.

Applications will be received until a suitable candidate has filled the position. Mount Calvary Christian School is certified by the Association of Christian Schools International and the Middle States Association of Colleges and Schools Committee of Institution-Wide Accreditation.

*This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor or Superintendent.*

*Mount Calvary Christian School reserves the right to update, revise or change this job description and related duties at any time.*

I acknowledge that I have received and read this job description and agree to its parameters.

\_\_\_\_\_  
Employee Name (Print)  
Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

I acknowledge that I received a paper copy of, or an electronic link to, the Staff Handbook. I have read it and I consent to abide by the policies enumerated therein.

\_\_\_\_\_  
Employee Name (Print)  
Date: \_\_\_\_\_

\_\_\_\_\_  
Signature