

POSITION: Middle/High School Bible Teacher

REPORTS TO: School Principal

DIRECT REPORTS: Department Head



POSITION ESSENTIALS: The employee must be efficient in upholding and abiding by the Core Distinctives and Mission Statement of Mission Christian Academy primarily through the education and instruction of students in the classroom. This includes proper pedagogically robust lessons that deliver sound theological and biblical instruction in each of the defined areas of expertise. The teacher should have a biblically relevant grasp on today's culture that includes the unique dynamics of not only Christian students from Christian homes, but also those who are not. The teacher must be able to effectively and appropriately balance their classroom with both proper discipline and learning, while also providing an environment that is engaging and safe.

QUALIFYING ATTRIBUTES: The employee must be a Christian with an evident and joyful personal relationship with Jesus Christ, who agrees to the Core Distinctives and Mission Statement of Mission Christian Academy including the M.C.A. Employee Covenant in both their professional conduct and personal lifestyle. Teachers must establish and nurture positive relationships as they teach and live out the Gospel of Jesus Christ to students. Teachers are expected to maintain the unity of the Spirit of peace with administration, colleagues, students and parents.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS: A bachelor's degree in religious studies, Bible or equivalent discipline. A minimum of two (2) years' experience in a secondary classroom is preferred.

ESSENTIAL SKILLS AND ABILITIES:

- Exceptional communication, organization and time management skills
- Strong work ethic including attention to detail.
- Selfless attitude toward other colleagues and a high view of biblical community
- Engaging and fun in the classroom, that includes a biblical love for young people

MAJOR RESPONSIBILITIES:

- Always model Christian character, actively promoting the educational philosophy of Mission Christian Academy
- Responsible for supporting students as they navigate through social, personal, academic and most importantly spiritual growth
- Develop and maintain an orderly classroom atmosphere, conducive to learning, using consistent, kind and biblical discipline when needed .

- Communicate actively and openly with parents, in a timely manner, arranging additional parent conferences as needed.
- Assess student progress and attendance records while maintaining proper grades.
- Attend and participate in faculty professional development, and other school functions, such as open house events.
- Continue to develop relevant and biblically sound curriculum, while also being a learner keeping up with current research in the field.
- Perform non-teaching and extracurricular duties, as requested and assigned.
- Maintain proper teacher certification by ACSI and state accreditation agencies, demonstrating self-motivated, professional development
- Continuing to remain current with updates in technology and technological resources.

The above description covers primary duties performed, but does not restrict the administration's right to assign or reassign other duties or responsibilities to this job at any time, with or without advance notice. The information contained in the job description is for compliance with the American with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

PHYSICAL REQUIREMENTS: Must be able to meet physical requirements of the position. Must be able to maintain a position that requires standing, walking and constant movement for over 40 – 50% of the workday. Must be able to traverse classroom and campus. Must be able to use computers and other audio-visual equipment. Must be able to ascend and descend stairs. Must be able to communicate with others. Specific vision abilities required in this position include close vision, distance vision, depth perception, and ability to adjust focus. The employee must be able to discern low volume sounds.

EMPLOYMENT TYPE: Regular, Full-time or Part-time

WORK SCHEDULE: Academic School Calendar. Hours: 7:30a-3:30p

Date created: September 1, 2026

Prepared by: Administrator - Matthew A. Vander Wiele, Ed. D.