



The First Academy
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Teacher Job Description and Self-Evaluation Form

Title: Classroom Teacher, Grades TK-12

Reports to: Administrator

Supervises: Student teachers, aides, volunteers

General Description: Teachers will prayerfully help students learn subject matter, skills, and attitudes that will contribute to their development as mature, able, and responsible Christian men and women to the praise and glory of God. TFA faculty members are called The Living Curriculum which means they have a mature and growing faith, they have a positive attitude toward life, they are humble and trustworthy, they are relationship builders, they are nurturing in their teaching, they view parents as partners in the educational process, they value quality instruction and they are self-motivated.

Rating Code:

A = Acceptable

IN = Improvement Needed

NA = Not Applicable

Spiritual:

- Models a consistent daily walk with Jesus Christ in speech, actions, and attitude.
- Follows Matthew 18 principle in dealing with students, parents, administration, and staff.
- Shows support for the role of parents as primarily responsible before God for their children's education, and assists them in the task.
- Encourages students to accept God's gift of salvation and grow in their faith.

Classroom Management:

- Disciplinary procedures established and used. Class rules posted. Misconduct addressed; deviant behavior stopped.
- Uses clearly defined classroom procedures. Procedures are appropriate for the type of lesson/activity. Student behavior matches procedural expectations.
- Adherence to procedures is consistent. Teacher follow-through reliable.
- Maintains instructional momentum. Facilitates smooth transitions.
- Uses time effectively and efficiently: bell to bell, transitions, attention to task.
- Maintains supervision appropriate to the grade level and school directives. Attends to task and deviancy simultaneously.

Instructional:

- Lesson plans are easily followed and well organized.

- Lesson plans are comprehensive and consistent with educational objectives.
- Lessons align with scope and sequence and curriculum objectives.
- Recognizes individual differences. Lesson plans and instruction evidence diversified strategies for modalities, learning styles, and learning disabilities.
- Orients students to classwork and maintains academic focus.
- Communicates effectively in writing—content, legibility, mechanics and spelling (*handouts, overhead, board, newsletters, notes home*).
- Selects and uses instructional materials effectively. Materials are ready, easily accessed and prepared.
- Promotes effective classroom interaction/involvement. Questions require analysis/thinking (high order vs. low order). Discussion is task oriented. Challenges students.
- Has effective oral communication—pace, diction, precise verbiage, tone, intensity, volume, enthusiasm.
- Voice and body language encourage and affirm students. Uses authentic praise. Expresses enthusiasm.
- Integrates technology. Uses technology as a tool for learning.
- Academic comments are accurate and factually based, evidencing a sound knowledge of the content.
- Utilizes multiple resources for content base: books, internet sites, tapes, journals, etc.
- Relevancy and timeliness of content is imparted to the students.
- Teaches subject from a distinctively Christian perspective. Evidence of biblical integration.
- Grading is consistent with administrative expectations and team or departmental standards.
- Uses test information to determine effectiveness of instruction.
- Provides guidance to students in analyzing, evaluating and reviewing their work. Gives feedback on homework, in-class assignments, quizzes, tests, etc.
- Uses homework effectively for drill, review, enrichment, or project work.
- Uses multiple methods of assessment. Recorded grades reflect varied assessments.
- Provides for ongoing evaluation; flexes instruction accordingly.
- Demonstrates ability to communicate information on student level.

Physical Environment:

- Maintains a safe physical environment, i.e., fire escape map, 18” ceiling clearance, desk arrangement.
- Maintains an appropriate classroom/laboratory environment conducive to effective teaching/learning (seating, bulletin boards, etc.).
- Maintains a clean, attractive, well-ordered classroom.

Professional:

- Participates in collegial efforts, i.e., planning, research, conferencing. Attends and participates in scheduled devotional, committee, faculty, and PTF meetings.
- Implements requirements of school policies and procedures effectively. Maintains a positive, professional attitude in fulfilling responsibilities.
- Fulfills assigned responsibilities promptly, i.e., lesson plans, grades, duties, administrative directives.

- Continues to pursue professional growth as evidenced by inservice participation and/or college course work.
- Establishes two-way communication with parents in a timely, professional manner. Documents communications.
- Accepts a share of responsibility for extracurricular activities as assigned.
- Seeks counsel of the administrator, colleagues, and parents, and demonstrates a teachable spirit.
- Recognizes the need for good public relations; represents the school in a favorable and professional manner to its constituency and the general public; maintains confidentiality.

Personal:

- Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Meets everyday stress with emotional stability, objectivity, and optimism.
- Exercises friendliness and consideration, treating students without partiality.
- Maintains a personal appearance that is a role model of cleanliness, modesty, and good taste.
- Develops and maintains rapport with students, parents, and staff to promote a positive learning environment.

Conclusion:

As mentioned in the cover memo the intention of this process is to make each of us more effective faculty members. Thank you for your careful completion of this self-evaluation and thank you for reviewing The Living Curriculum document.

Faculty Member: _____ Date: _____

Supervisor: _____ Date: _____

Headmaster: _____ Date: _____