

**FULL TIME  
EMPLOYEES**

# EMPLOYMENT OPPORTUNITIES

AT LIVING WORD CHRISTIAN ACADEMY

## PAY RATES

\$12-\$15 per hour; *based on qualifications*

## HOURS

Monday - Friday  
8:00 AM - 4:00 PM

## POSITIONS AVAILABLE

- Elementary School (K5-5th)
- Middle School (6th-8th)
- High School (9th-12)

*Some positions are hiring more than teacher*

## BENEFITS

Please note that all benefits go into effect after 90 days of employment.

### + 6 Weeks Paid Vacation

- 1 week, Fall Break
- 1 week, Thanksgiving Break
- 2 weeks, Christmas Break
- 1 week, Winter Break
- 1 week, Spring Break

### + Paid Holidays

- Good Friday
- Martin Luther King
- Labor Day

### + Paid Time Off

- 40 hours

### + \$50 Birthday Bonus

### + Half price on dependent student tuition costs

## CONTACT

☎ 770-954-0797

✉ lwca.vinson@gmail.com

## HOW TO APPLY

Apply online at  
[livingwordchristianacademy.net](http://livingwordchristianacademy.net)



*See back for Job Description*

# JOB DESCRIPTION

## PRIMARY PURPOSE

Teachers at LWCA are expected to implement a flexible elementary schedule based on the Abeka Curriculum and create a class environment favorable to learning and personal growth. LWCA teachers establish effective rapport with students, while motivating them to develop skills, attitudes and the knowledge needed to achieve academic success.

## RESPONSIBILITIES *include but are not limited to:*

- Teaches students in a classroom setting, utilizing the Abeka Curriculum
- Instructs students in citizenship and basic subject matter.
- Translates the Abeka lesson plans into learning experiences so as to best utilize the available time for instruction.
- Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
- Evaluates students' academic and social growth, keeps appropriate records, and prepares progress reports.
- Communicates with parents through conferences and other means to discuss students' progress and interpret the school program.
- Identifies student needs and defers to the administration on assessing and appropriating the proper measures necessary to ensure the students academic success.(i.e attitude, health and learning problems)
- Creates an effective environment for learning through functional and attractive displays, season appropriate bulletin boards, and clean, orderly work stations.
- Teaches student how to utilize an Agenda and Homework folder.
- Grades and Returns students daily work
- Enters students daily work, tests and quizzes into gradebook no later than 24 hours of being taken.
- Participates cooperatively with the Administrator.
- Participates in teacher evaluations to ensure conformance with guidelines.
- Ensures the upkeep and return of teacher books, curriculum and instructional aids provided by LWCA.
- Supervises students in out-of-classroom activities during the school day.
- Participates in curriculum development programs as required.
- Participates in faculty committees and the sponsorship of student activities.

## QUALIFICATIONS

- A Highschool Diploma or GED Equivalent
- A general love and desire for working with children
- At least 1 year experience in an early childhood setting. *(Desired, but not required)*
- Must be reliable, dependable, trustworthy, able to work independently, able to learn and have knowledge of school rules, regulations and procedures.
- Knowledge and/or experience in teaching the ABEKA curriculum. *(Desired, but not required)*

## SKILLS

- Positive and patient demeanor
- Excellent written and verbal communication skills
- Ability to maintain a professional image according to the standards set forth by Living Word Christian Academy

## DUE TO COVID-19

*Job responsibilities could also include:*

- Live video recording of lessons being taught.
- Daily video call to students.
- Any other duties as needed