



A Ministry of Providence
Church 1151 W. Granada Blvd.
Ormond Beach, FL 32174

Professional Qualifications for Teachers Appointments:

Teachers should have at least or be working towards a Bachelor of Arts or a Bachelor of Science degree from a recognized college or university or have equivalent experience as a Christian teacher. A Classical teaching background would be preferred but not required.

Teachers are expected to understand the Biblical concepts integrated within the subject areas they will teach.

Teachers shall agree with Providence Church Academy's educational philosophy and model, and support its Vision, Mission, and Goals.

Teacher Responsibilities and Duties:

- Teachers are responsible for mentoring and teaching students as described in the PCA Vision, Mission, and Model of Education. In addition, teachers should always strive to understand, appreciate, love, and serve the pupils entrusted to them, and provide, to the best of their ability for their fullest intellectual, physical, emotional, and spiritual development. Teachers should maintain regular contact with students' parents.
- Teachers should open classes with prayer and pray during the day with and for students.
- Each teacher's responsibilities will include managing a classroom with multiple grades and abilities.
- Teachers will attend the school orientation meeting to be scheduled the week before the first day of school.
- Teachers agree to carry out the necessary preparations to ensure they are ready for each school day.
- Teachers must be present by 7:30 am ready to greet and accept students into the classroom at 7:45 am. Teachers must also remain in the building until at least 3:15 p.m. or after all students have been picked up unless otherwise stipulated in their contract.
- Teachers will need to be present for special functions after school and occasionally for meetings or other functions in the evening.
- The teacher should have adequate knowledge of computer technology to post grades, communicate with parents, and present lessons if using classroom technology devices.
- Teachers must abide by the regulations set forth in the Staff Handbook, including any additions made during the year, and attend meetings and perform other duties that may be assigned by the Director or Administrator, without additional compensation.
- No employee of Providence Church Academy shall make use of PCA as possible contacts for commercial sales or financial gain.

- Teachers shall have the right to inspect their own personnel file.
- The teacher shall be permitted to review and make comments within three working days of any performance review.
- The teacher is expected to work with and cooperate with the leadership of Providence Church Academy to carry out the Vision, Mission, and Goals.

Supervisory Responsibilities of Teachers:

- Continuous Supervision: At no time are students left unattended in a classroom or on the playground. Teachers must also lock their classroom doors when they leave their classrooms.
- Playground Duty: Teachers will be required to fulfill playground and lunch-time duty on a regular basis. Teachers are to be on the playground at the time appointed for their supervisory responsibility and should avoid distractions (such as personal phone calls) that would keep them from watching students. Teachers are to enforce playground and lunch-time rules, ensure safe behavior on the playground, and discipline misbehaving students.
- Time of Supervision: Unless otherwise specified teachers or supervisory staff are to come fifteen minutes before a program or activity begins to supervise students arriving for or being transported to an event.
- Supervision by Custodians or Non-School Personnel: At no time are custodians or non-school personnel, such as parents or older students, to be given responsibility to supervise students.

Teacher Conduct Outside the Classroom:

Teachers are expected to always exhibit exemplary conduct. Not only should their lives bring honor and glory to the Lord at school, but also at home and society. At no time should a teacher engage in any activity that might become a stumbling block to students, parents, or others of the Christian community. Teachers should be a Christian role model in attitude, speech, and actions towards others. This includes being committed to God's biblical standards for sexual conduct (Luke 6:40). Teachers are expected to demonstrate patience, humility, integrity, and kindness while performing day-to-day duties.