

PART TIME VISUAL ARTS TEACHER JOB DESCRIPTION

Job Title: Part-time Visual Arts Teacher
Position Type: Faculty, Exempt, Part-time, 10-month
Reports to: Visual Arts Teacher
Salary: Salaried, paid monthly
Hours: 8 hours weekly

Whitefield Academy is a classical Christian School for students Pre-Kindergarten – 12th grade. We are a nondenominational, private, day school accredited by the Association of Classical Christian Schools (ACCS).

Requirements

- Bachelor's degree required as a minimum
- Teaching experience preferred
- Familiarity or experience with the classical Christian education model preferred
- Member of an evangelical church able to affirm the school's biblical, faith, and ethical standards as delineated in the school's *Statements and Affirmations on Faith and Practice*

Portrait of a Whitefield Visual Arts Teacher

Visual Art Teachers at Whitefield Academy are passionate evangelical Christians who love Christ, are joyful, encouraging, nurturing, have a happy disposition, and exude love for children. They are calm in tone, action, and decision making, and are firm when needed. They instruct to fulfill the mission of Visual Arts at Whitefield Academy to engage and equip students with age-appropriate knowledge of art theory, techniques, and history in a classical Christian context. They are committed to the pursuit of professional excellence. They are multi-taskers who take initiative by seeing what needs to be done and help or provide assistance without being asked.

Critical Performance Competencies

- Adhere to biblical standards in all areas of conduct
- Positively support the school's policies and practices and work collaboratively and professionally
- Truthful, positive, and purposeful when communicating with others
- Able to use strong written and oral communication skills to transfer thoughts and express ideas
- Flexible and adaptable in dealing with new, different, or changing requirements
- Maintain confidentiality and security of information
- Hold self and others accountable to accomplish results
- Effective in handling multiple concurrent tasks, with demonstrable administrative skills
- Familiar with Microsoft Word and Outlook, able to learn and work with the school's integrated data-based software package as needed (FACTS/RenWeb)

Specific Duties and Responsibilities

- Deliver classroom instruction for select Grammar School grades.
- Follow the curriculum as prepared by the Visual Arts Teacher
- Cooperatively develop new projects and methods of instruction through regular collaboration and communication with the Visual Arts Teacher
- Perform the logistical requirements of delivering effective Art instruction, including preparing the classroom and materials, maintaining a clean and organized environment, completing grades and report cards for assigned classes and collaborating with the Visual Arts Teacher in the regular display of student work, including the Spring art show.

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Professionalism:

- Consistently and joyfully demonstrate excellence in work, punctuality, speech, attitude, dress, and attention to administrative duties
- Communicate with parents each week in the Grammar grades. Emphasize getting to know the families well and letting them know what is happening in class. Parents should feel welcome to visit and assist in the classroom.
- Cooperate with administration in annual evaluation
- Cheerfully comply with all applicable policies in the Staff Handbook and with all administrative directives
- Cheerfully attend to assigned or volunteered collateral duties such as lunch and recess duty, attendance at school programs and events; others as prescribed by the school administration

Disclaimers

Whitefield Academy is an equal opportunity employer and is required by law to perform background checks on selected qualified candidates. All employees of Whitefield Academy must agree to carry out their responsibilities in a manner that is consistent with Whitefield Academy's Mission Statement, *Statements and Affirmations on Faith and Practice*, Staff Handbook, and conduct themselves in a manner consistent with Biblical standards.

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, teaching requires sitting, standing for extended periods, reaching, stooping, and climbing stairs. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees and students.