



# Seventh-day Adventist® Church

TEXAS CONFERENCE

## JOB POSTING

<b>Department:</b>	<b>Education</b>	<b>Reports to:</b>	<b>Principal</b>
<b>Position:</b>	<b>CTA Science Teacher</b>	<b>Status:</b>	<b>Full-time; Exempt</b>
<b>Pay Rate:</b>	<b>NAD Pay Scale</b>		

---

Chisholm Trail Academy is searching for a dedicated teacher that is a committed Seventh-day Adventist Christian possessing the desire to share the love of Christ. The teacher is expected to demonstrate patience, humility, integrity, and kindness while performing their duties. The applicant must be devoted to prayerfully working with administration, faculty, students, and parents to develop and maintain a school that provides a loving Christian environment, encouraging critical thinking, and teaching the merits of hard work.

### **JOB DESCRIPTION**

- Provide classroom instruction in secondary science including, but not limited to, Biology, Anatomy & Physiology, and IPC. Additional classes will be assigned based on your skill set and the needs of CTA.
- Have excellent computer skills utilizing programs to facilitate learning in the classroom along with posting grades, assignments and communicating with parents.
- Must also have a willingness and ability to assist in the total school program and extra-curricular activities such as, but not limited to class sponsorship, school trips, after school tutoring, clubs, etc.
- Maintain clear, open, professional communication/meetings with parents, teachers, staff, and students.
- Be willing to encourage and enforce school policies and standards on a consistent daily basis.
- Plan, develop and execute lessons that reflect SDA educational standards while purposely integrating Biblical principles and perspectives throughout the curriculum.
- Prepare and distribute learning material such as notes, assignments, and quizzes.
- Ensure that the classroom remains safe and conducive to learning by established and maintained consistent standards of both students and teacher behavior.
- Maintain complete and accurate records in a consistent, timely manner.
- Adapt curriculum of remedial or advanced instruction for identified individual students or subgroups.
- Employ a variety of methodologies in teaching and instructing pupils, including demonstrations, discussions, and lectures utilizing educational equipment, such as materials, books, computers, hands on learning aids, etc.
- Other duties as assigned.

### **PERSONAL QUALIFICATIONS (INCLUDES, BUT NOT LIMITED TO THE FOLLOWING)**

- Be deeply committed to a consistent daily walk with Jesus Christ.
- Show in his/her life the joy of serving Christ while working with youth.

- Follow all the Matthew 18 Principles in dealing with students, faculty, parents, and administration.
- Motivate students to accept God's gift of salvation and to grow in their faith.
- Work gracefully with parents, students, and staff to develop the abilities of each individual student.
- Demonstrate the ability to accept responsibilities and make competent, professional decisions.
- Be willing to eagerly participate in professional development.
- Be a role model of cleanliness, modesty, with good taste in agreement with school policy.
- Be organized, flexible and possess excellent verbal and written communication skills.
- Must be a Seventh-day Adventist member in regular standing.

### **PROFESSIONAL QUALIFICATIONS**

1. Holds a bachelor's degree from an accredited college/university with a specialization in science. Master's degree highly preferred.
2. Current Adventist and/or state teaching certificate in secondary subject area.
3. Two or more years of classroom teaching experience in subject area preferred.
4. Knowledge of computer technology required.
5. Pursue continuing education in career development.

**Candidate must be authorized to work in the United States.**

### **APPLICATION PROCESS**

To apply, please submit the following to Kisha Norris, VP of Education, [Education@txsda.org](mailto:Education@txsda.org), and Otto Keubler, [OttoKeubler@txsda.org](mailto:OttoKeubler@txsda.org):

1. [Completed Texas Conference Employment Application](#)
2. A letter of interest
3. A personal statement of what you see as the philosophy and mission of Adventist Education
4. A resume with your contact information
5. Names and contact information of three individuals who can provide professional references.

PDF format preferred for all documents being submitted.

***Note: Interviews may occur before the final resume due date, so prompt submission is encouraged.***