



JOB DESCRIPTION

Teacher In Training/Option 2b

Faith-centered special education support role with instructional, behavioral, and school-based clinical care responsibilities

Position Title	Teacher In Training	Pay Range	\$19.75
Department	Academic	Classification	Hourly, Non-Exempt
Location	Golden Valley Campus	Reports To	School Principal
Grade Span	As Assigned	Schedule	School calendar; hours as assigned

Company Profile

Golden Valley Christian Academy is a Christian private school and religious organization in Golden Valley serving students in kindergarten through eighth grade. Founded by a family deeply rooted in Christian values, the academy blends academic excellence with spiritual growth and maintains a low student-to-teacher ratio—typically around 15:1—to provide personalized attention, individualized support, and meaningful care for each student.

POSITION SUMMARY

The Teacher in Training serves as the primary classroom instructor while completing the pathway toward full licensure. In this role, the individual is entrusted with independently leading a class, delivering instruction, managing the classroom environment, assessing student progress, and carrying out daily teaching responsibilities. This position is designed as an apprenticeship-style opportunity that provides practical teaching experience while intentionally supporting the transition into a full teaching contract.

The Teacher in Training will receive ongoing mentorship, guidance, and developmental support from administrators and lead teachers. This includes coaching in instructional planning, classroom management, professional expectations, student engagement, and overall teaching effectiveness. The purpose of this role is to develop a capable, confident, and effective educator through hands-on practice, accountability, and structured support as they progress toward licensure and long-term placement in a contracted teaching position.

ESSENTIAL RESPONSIBILITIES

Instructional and Classroom Support

- Plan and deliver daily instruction aligned with curriculum expectations and student learning goals.
- Lead the classroom independently while maintaining a safe, orderly, and productive learning environment.
- Implement lesson plans, instructional strategies, and classroom routines that support student engagement and academic growth.
- Assess student understanding through classwork, observation, assignments, and informal or formal evaluations.
- Maintain accurate records of student attendance, behavior, and academic progress.
- Differentiate instruction as needed to support varied learning needs under the guidance of lead teachers and administrators.
- Apply classroom management practices that foster respect, consistency, accountability, and positive student behavior.
- Collaborate with administrators and lead teachers to strengthen instructional effectiveness and classroom leadership.
- Receive and apply coaching, feedback, and mentoring to improve instructional practice and professional growth.
- Participate in planning meetings, training opportunities, and apprenticeship support activities as part of the licensure development process.
- Communicate student needs, progress, and classroom concerns appropriately with school leadership and, when directed, with families.
- Model professionalism, preparedness, and a commitment to the school's educational mission in all classroom duties..



Behavioral and Student Support

- Establish and maintain clear behavioral expectations, routines, and procedures that promote a respectful and orderly classroom environment.
- Support the spiritual, emotional, social, and academic development of students through consistent guidance and encouragement.
- Address student behavior promptly and appropriately in alignment with school policies and expectations.
- Build positive relationships with students that foster trust, accountability, and a culture of respect.
- Monitor student behavior and identify concerns that may affect learning, safety, or well-being.
- Implement age-appropriate behavior support strategies with guidance from administrators and lead teachers when needed.
- Communicate significant behavioral concerns, student struggles, or support needs to school leadership in a timely manner.
- Work collaboratively with administrators, lead teachers, and families to support student growth and improvement.
- Encourage positive character development and model Christ-centered conduct, patience, and professionalism in all interactions with students.
- Maintain appropriate supervision of students throughout the school day to help ensure safety and accountability.
- Respond to student needs with wisdom, consistency, and care while upholding school standards and expectations.
- Participate in mentorship and coaching related to student behavior, classroom culture, and supportive interventions.

Collaboration, Communication, and Professional Practice

- Work collaboratively with administrators, lead teachers, and school staff to support student learning and overall classroom success.
- Maintain open, respectful, and professional communication with school leadership, colleagues, families, and students.
- Receive feedback, coaching, and mentorship with a teachable attitude and a willingness to grow in instructional practice and professional responsibilities.
- Participate in staff meetings, trainings, planning sessions, and other professional development opportunities as required.
- Communicate student progress, concerns, and classroom needs in a timely and appropriate manner to administrators and, when directed, to families.
- Follow school policies, procedures, and expectations related to instruction, supervision, student records, safety, and professional conduct.
- Demonstrate reliability, punctuality, preparedness, and sound judgment in carrying out daily responsibilities.
- Maintain confidentiality regarding student information, school matters, and personnel issues in accordance with school expectations.
- Build positive and productive working relationships with colleagues and contribute to a supportive school culture.
- Demonstrate professionalism in appearance, conduct, communication, and decision-making at all times.
- Engage in ongoing reflection and professional growth as part of the apprenticeship process leading toward full licensure and future teaching placement.
- Uphold and model the mission, values, and standards of the school in all professional interactions and responsibilities..

Faith and Mission Alignment

- Model Christian character, patience, kindness, humility, and respect in all interactions with students, families, and colleagues.
- Participate in prayer, devotions, chapel, and other Christ-centered activities that are part of the school day.
- Encourage students through biblical values, grace-filled redirection, and a nurturing approach to discipline and support.
- Serve as a positive representative of Golden Valley Christian Academy and uphold conduct consistent with a Christian school environment.

QUALIFICATIONS

Required

- Bachelor's degree, active enrollment in a degree/certificate program, or equivalent experience in education, youth development, or a related field required.
- Must be actively working toward teacher licensure or eligible to enter a licensure pathway.
- Demonstrated ability to lead a classroom independently with appropriate professionalism, organization, and responsibility.
- Foundational knowledge of instructional practices, classroom management, and student engagement strategies.
- Willingness to receive coaching, mentorship, and regular feedback from administrators and lead teachers.



- Strong communication, interpersonal, and collaborative skills.
- Ability to maintain a safe, structured, and supportive learning environment for students.
- Commitment to professional growth and successful transition into a contracted teaching role.
- Ability to uphold school policies, procedures, mission, and professional expectations.
- Experience working with children or in an educational setting preferred.
- Strong personal character, sound judgment, and a teachable, growth-oriented mindset.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Frequent standing, walking, kneeling, bending, crouching, and floor sitting.
- May lift, transfer, push, or pull students and equipment with proper training and assistance as needed.
- Requires emotional steadiness, situational awareness, and the ability to respond calmly in a fast-paced school setting.

DISCLAIMER

This job description is intended to describe the general nature and level of work performed in this role. Duties may vary based on enrollment, classroom assignment, student learning plans, clinical support needs, and school operations. As a Christian religious organization, Golden Valley Christian Academy seeks team members who can actively support its faith-centered mission, educational philosophy, and community standards.