

# **Riverside Christian Academy (RCA) Educator Job Description (September 2025-June 2026)**



## **Job Summary:**

To oversee the students and development of Riverside Christian Academy. The RCA Educator will lead, guide and mentor the RCA students, parents/volunteers and other educators needed to effectively run the program. The RCA Educator will work with staff/parents/volunteers, and the Education Ministry Coordinator to address the needs of students so that all of God's children grow in spiritual strength and wisdom and meet educational goals set out in the curriculum.

## **Role Overview:**

- Fulfill the vision and mission of RCA while also upholding the mission of the church, set by the pastoral and elder team at Riverside Calvary Chapel (RCC)
- Create a Christ-centered environment that is safe for students, parents and staff/volunteers
- Maintain an environment of order and discipline where the students can flourish within well laid out boundaries
- Ensure that the Word of God, including daily scripture memorization, is at the center of all that is taught.
- Follow the expectations outlined in the job description, RCA Policy & Procedures, and RCC Staff & Volunteer Policies.

## **Program Management:**

- Ensure that children are considered and included within the life of the program and church
- Pray, plan, and advocate for the development of children through the domains of spiritual, cognitive, emotional, physical, creative and social development
- Maintain clear channels of communication with the Education Ministry Coordinator to inform them of needs, activities, and/or problems, and to receive their input and insight related to plans and decisions
- Invite, train, and equip parents and volunteers to educate students in Biblical truth throughout all curricular areas
- Ensure that policies and procedures are followed to uphold the Riverside Education Society's (RES) Mission/Vision and RCC doctrines and values.
- Willing to explore appropriate curriculum options as directed by the Education Ministry Coordinator
- Plan special events as needed
- With the partnership of RES, assist to build a cohesive link between RCA and Little Lighthouse and RCC Children's Ministry
- Ensure that the relationship between church, home and school is established so that quality Biblical education is implemented
- Understand and implement the requirements set out by RES and RCC
- Make budget recommendations to the Education Ministry Coordinator when appropriate
- Attend RES Board Meetings, as required

## **Service Delivery:**

- Communicate with parents the current vision for RCA, updating them regularly on what is happening
- Guide children to prepare to live in this world as mature followers of Jesus.
- Plan and facilitate the delivery of the daily program
- Set up and take down program materials and equipment, as necessary
- Keep supplies, equipment, and furniture updated and stocked

## **Service Delivery (continued):**

- Help parents and caregivers to reflect on their child's learning and spiritual development within and outside of the school
- Encourage parent involvement and participation in the program

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- Promote, support and facilitate relationships between parent/caregiver and child and parent/caregiver and RCA/RCC
- Make referrals to RCC ministries as requested
- Respect parental values, goals, and expectations while upholding policies set out by RES and RCC
- Maintain confidentiality in all matters relating to children and parents except where law requires disclosure

## **Qualifications:**

- Follower of Jesus Christ
- Attendee of RCC
- Previous teaching experience
- Philosophy of Christian Education

## **Competencies:**

- Ability to work effectively in a team-teaching environment
- Ability to work with a variety of parents, caregivers, children, professionals and community members
- Knowledge of child development, family dynamics, community resources, curriculum development and education
- Strong verbal and written communication skills
- Good organization and planning skills
- Knowledge of the Riverside Calvary Chapel community

## **Personal Responsibilities:**

- Maintain God-ordained priorities in your life by putting Jesus Christ first, family second, and the ministry third
- Participate in giving a percentage of your income to the vision and ministry of Riverside Calvary Chapel
- Be loyal to the vision and staff of Riverside Calvary Chapel. Always protect the unity of the church by not speaking negatively of another (especially those you work with)
- Invest in and invite the lost to know Jesus and come to Riverside Calvary Chapel
- Represent the Lord and the Church well in your personal activity. "...walk worthy of the calling with which you were called." (Eph. 4:1)

## **Terms of Employment:**

The RCA Educator is hired for the school term on a year-to-year contract basis as follows:

EMPLOYMENT PERIOD: September 1, 2025 to June 30, 2026

SCHEDULE: Tuesday - Thursday 8:00am - 3:00pm

WAGE: \$2700 per month