



Grade 3-4 Part-time Teacher Airdrie Classical Enrichment Program Job Description

This is a part-time teaching role that includes one-day per week in person teaching with midweek support.

This position is covering a maternity leave position and preferable to start on March 23, 2026 and into the 26/27 school year. However, if the candidate is not available until August 2026, their application will still be considered.

Synopsis

The teacher will oversee and manage all classes assigned, being the lead communicator for parents regarding the grade 3/4 group as the homeroom teacher. The teacher will follow the curriculum provided by the program that is at the foundation, classical curriculum and texts. The teacher will attend and teach an in person day on Tuesdays and any overflow of planning, communication and classroom conflict resolution beyond that day in partnership with the program principal, if needed. The teacher is available throughout the week to answer parent emails and questions regarding their classes (expected to reply within the day). The teacher will also attend regular staff meetings that will be scheduled on designated rest weeks of the program and attend the following:

- ACE Staff 3 day Summit at King's Fold Retreat Centre - June 19-21, 2026
- August 2026 ACA all staff PD
- ACE Team PD in August 2026
- ACE Fundraising Gala in December (an evening event) - TBD Dec 2026

ACE staff meetings will be clarified upon team hire completion, and regular team communication will be had throughout the year.

Qualifications

The teacher must be a born-again Christian who is in full agreement with our Statement of Faith, agrees to abide by the school's Moral Conduct Policy, and is committed to fulfilling the School's Mission. The teacher will have an excellent grasp of the mission, history, and culture of the school. The teacher must be a certificated Alberta teacher. Experience in Home Education would be considered a strong asset. She/he must have excellent communication skills, confident leadership qualities, one-on-one interpersonal relationship

skills, the ability to manage a classroom and must be able to effectively communicate and liaise with colleagues, students, parents and program director. She/he needs to be able to handle a degree of ambiguity and must be able to juggle several tasks simultaneously while maintaining a sense of clarity and organization. She/he must understand how to utilize volunteers. Lastly, she/he must be motivated, creative, and ready to push the direction of ACE forward.

The teacher must be willing to learn and embrace a classical approach to education and curriculum, understanding the curriculum is interconnected throughout all grades and be flexible to work with the teaching team to streamline certain programs like literature, composition, grammar, and History.

A background or familiarity with classical education would be a strong asset but certainly not required - training will be provided.

General Responsibilities

1. Teach the homeroom grades that you are hired for on Tuesdays during our in-person school day.
2. Provide support for parents and families throughout the week by answering emails and clarifying areas of concern.
3. Attend staff meetings and PD days.
4. Use Google Classroom to communicate homework expectations and parent communication

Specific Responsibilities

1. The teacher will be responsible for but not limited to the following:
 - This position consists of mandatory instructional subjects (spelling, composition, grammar, literature, and History)
 - Be flexible with the provided curriculum, using it as the backbone and focus of the course, but using your teaching experience to bridge any gaps before moving on with the curriculum
 - Work with the teaching team to understand the full grasp of each subject, whether it is taught directly by you or not (for example, some teachers may not teach Latin, while one teacher teaches all the Latin in the program, and vice versa with History and science)
 - Overseeing long range planning and day to day teaching and learning
 - Conducting parent-teacher interviews twice per year
 - Doing report cards for the students and classes taught
 - Oversee discipline issues in the classroom during the in-person day

- Follow up weekly with program principal regarding classroom issues or student concerns
- Being available via email for parents to contact with any concerns or curriculum clarity throughout the week
- Attend all required ACE staff meetings and other meetings that support the program (ex. family workshops, program development meetings, curriculum planning meetings, etc.)

Spiritual Responsibilities

1. To model speech, actions, and attitudes consistent with Jesus Christ.
2. To show by example the importance of the Word of God, prayer, fellowship, and Christian service.
3. To follow the Matthew 18 principle in dealing with students, parents, administration, and staff.
4. To recognize that parents have the primary responsibility before God for their children's education and to assist them in that task.
5. To help students understand God's love for them, to motivate them to accept His gift of salvation, and to help them grow in their faith.

Professional Responsibilities

1. To utilize educational opportunities and processes for professional growth.
2. Follow all guidelines set out for Alberta teachers in the TQS.
3. To seek the counsel of others in order to grow professionally.
4. To provide input and recommendations to the administration regarding the effective operation of ACA At-Home.
5. Attend and participate in scheduled meetings.
6. Dress Code: business casual attire (ACE crested blazers are provided for teachers)

Accountability

The teacher will report directly to the ACE program principal. Monthly principal one-on-one meetings will be held to support the teacher and problem solve together.

Salary: \$17,340 - \$20,400/year based on years of education