



calvarysd
calvary christian academy

1771 E Palomar Street Chula Vista, Ca 91913 • 619.421.1100

EMPLOYMENT OPPORTUNITIES

April 8, 2024

Calvary Chapel San Diego (CCSD) and Calvary Christian Academy (CCA) are currently accepting applications.

We are praying, believing God will provide, and looking for "called" individuals to serve with us.

You can take a look at our website and download the application online at www.cca-knights.com/employment. If you are interested in applying for one of our positions, please submit a complete application to our office; in person, by email or fax.

Calvary Chapel San Diego
Attn: Human Resources Dept.
1771 E. Palomar St.
Chula Vista, CA 91913
Office: 619.421.1100
Fax: 619.591.2262

Applications will be reviewed upon receipt, and qualified applicants will be notified concerning the next phase of our application process. If selected, candidates must successfully pass background checks.

For more information, please submit inquiries to employment@calvarysd.com.

Overall Employment Opportunities List

CCA - School:

Preschool

- Preschool Teacher
- Preschool Teacher Assistant
- Substitute Teacher Assistant

Lower School

- Teacher Assistant
- Substitute Teacher
- Substitute Teacher Assistant

Middle School

- Substitute Teacher

CALVARY CHRISITAN ACADEMY (CCA) EMPLOYMENT OPPORTUNITIES

All positions require the individual to be a professing Christian, adhering to the CCSD Statement of Faith, with a vibrant and active spiritual life who desires to teach/model *"Simply Jesus, Superior Academics and Servant Leadership"* to their students. Calvary Christian Academy (CCA) is an extension and ministry of Calvary Chapel San Diego and strives to provide a high standard of care for the children that are entrusted to CCA.

JOB TITLE:	TEACHER
DEPARTMENT:	PRESCHOOL
FLSA:	NON-EXEMPT
TYPE:	FULL-TIME

RESPONSIBILITIES:

The Teacher must be dedicated to work with the school administration, faculty, students and parents in a way that promotes a positive Christian environment. The Teacher shall prayerfully assist young students (2 years old – 5 years old) to achieve optimum development of skills and mastery of knowledge by conducting assigned curriculum within the Preschool department.

- Will plan and teach bible-based curriculum (ABeka) within the guidelines of the Director and school policy and philosophy.
- Direct and train the staff assigned to their classroom.
- Develop and maintain a portfolio on each child in their care.
- Ensure maintenance of all portfolios (i.e., calendar due dates).
- Ensure proper supervision of their students both inside the classroom and during outside play.
- May lead or assist in special activities as directed by the Early Education Director.
- Responsible for the classroom environment including arrangement, appearance, safety and décor of the classroom. As the Holy Spirit leads, provides an environment that will glorify God and train a child in His way.
- Maintain proper care of all equipment and supplies.
- Report repairs or maintenance needs within their area to the Early Education Director or the Facilities Department.
- Attend all staff meetings and recommended training programs, professional conferences and workshops.
- Schedule parent conferences.
- Ensure open communication with parents.
- Work with assigned staff and ensures all communication is handled in a professional and loving manner.
- Communicate with Early Education Director regularly and ensure church and school policies are observed.
- Integrate Biblical principles and the Christian philosophy of education throughout all activities.
- Attend chapel with students.
- Must be ready to pray and come alongside students, parents and families as a minister of the Gospel.
- Assist in the general housekeeping tasks of the classroom.

QUALIFICATIONS:

- Typically requires a High School diploma, 12 units in the core classes in Early Childhood education (i.e., CD 170 Principles of Child Development; CD 180 Observation and Guidance for Child Development; CD 181 Curriculum Planning for Child Development I; and CD 284 Child, Family and

Community) and one (1) year of teaching experience at the preschool level using the ABeka Curriculum. To meet toddler component additional courses are needed. Please reference Child Development Degrees or Early Education Degrees at local college websites.

OR

- Typically requires a Bachelor's Degree in related field or equivalent experience, 12 units in the core classes in Early Childhood education (i.e., CD 170 Principles of Child Development; CD 180 Observation and Guidance for Child Development; CD 181 Curriculum Planning for Child Development I; and CD 284 Child, Family and Community) and four (4) years of teaching experience at the preschool level using the ABeka Curriculum. To meet toddler component additional courses are needed. Please reference Child Development Degrees or Early Education Degrees at local college websites.
- Minimum two (2) year teaching experience at a preschool level.
- Teaching skills and people and/or process skills.
- Good communication skills.
- Ability to read, understand and present the prescribed curriculum and school requirements and policies. Ability to respond to common inquiries or complaints from parents, regulatory agencies or staff members.
- Ability to apply basic mathematical concepts.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Demonstrate the ability to accept and carry out responsibilities and make competent, professional decisions.
- Direct and train other team members and takes responsibility for staff development.
- Must be called by God into ministry.
- Must agree to uphold and support the mission and vision of the Church.
- Must be an example of Servant-Leadership.
- Model appropriate behavior in support of CCSD/CCA values.
- Other duties as needed.

JOB TITLE:	TEACHER ASSISTANT
DEPARTMENT:	PRESCHOOL
FLSA:	NON-EXEMPT
TYPE:	FULL-TIME

RESPONSIBILITIES:

The Teacher's Assistant is a Christ-centered individual, strong and growing in his/her faith. The Teacher's Assistant outwardly demonstrates an externally focused life, applying his/her own God-transformed life to impact the lives of others.

Under the direction of the Lead Teacher, the Teacher's Assistant serves and supports the students in their educational, physical and spiritual needs. The Teacher's Assistant serves and supports the Lead Teacher in all duties related to teaching.

- Assist the Lead Teacher in teaching bible-based curriculum (ABeka) within the guidelines of the Early Education Director (EED) and school policy and philosophy.
- Assist the teacher in the direction and training of any volunteer or new Teacher Assistant assigned to their classroom.
- Maintain proper care and disinfects all equipment and supplies.
- Responsible for preparing and distributing snacks within the classroom.

- Regularly communicates with the Lead Teacher any concern and/or observation (daily) as they relate to the student and or their parents.
- Responsible for transition procedures from/to classroom and to/from outside recess, chapel, and practices, this includes but is not limited to headcounts, recess supervision and safety procedures.
- Continual monitoring of children and verification of the number of students throughout the day.
- Aftercare program set up room for differentiated play and learning styles along with age-appropriate centers.
- Responsible for closing procedures – A checklist will be provided for preschool closing expectations.
- Assist in the maintenance of student portfolios within assigned classroom (i.e. calendar due dates).
- Assist in maintaining the classroom environment including arrangement, appearance, safety and décor of the classroom. Not only helps provide a fun environment but also one that will glorify God and train a child in His way.
- Attend all staff meeting and recommended training programs, which may include professional conferences and workshops.
- Ensure open communication with parents, in a professional and effective manner.
- Attend chapel with students.
- Must be ready to pray and come alongside students, parents and families as a minister of the Gospel.
- Assist in the general housekeeping tasks of the classroom.

QUALIFICATIONS:

- Typically requires a High School diploma. Working towards completing 12 units in the core classes in Early Childhood education (i.e., CD 170 Principles of Child Development; CD 180 Observation and Guidance for Child Development; CD 181 Curriculum Planning for Child Development I; and CD 284 Child, Family and Community) and one (1) year of related experience at the preschool level. To meet toddler component additional courses are needed. Please reference Child Development Degrees or Early Education Degrees at local college websites.

OR

- Typically requires a High School diploma, 12 units in the core classes in Early Childhood education (i.e., CD 170 Principles of Child Development; CD 180 Observation and Guidance for Child Development; CD 181 Curriculum Planning for Child Development I; and CD 284 Child, Family and Community) and 3-4 years of related experience at the preschool level. To meet toddler component additional courses are needed. Please reference Child Development Degrees or Early Education Degrees at local college websites.
- Demonstrates basic or intermediate teaching skills and people and/or process skills. Demonstrates basic or intermediate knowledge of the prescribed curriculum.
- Demonstrates good communication skills.
- Ability to read, understand and present the prescribed curriculum and school requirements and policies effectively. As well as the ability to respond to common inquiries or complaints from parents, regulatory agencies or staff members.
- Ability to apply basic mathematical concepts such as addition, subtraction, multiplication & division.

- Ability to define problems, collect data, establish facts and draw valid conclusions.
- TB certification required.
- May make basic decisions within the classroom.
- Present, organize and convey problems or issues within department and external parties (i.e., parents) in a supporting role.
- Model appropriate behavior in support of CCSD/CCA values.

JOB TITLE:	SUBSTITUTE TEACHER ASSISTANT
DEPARTMENT:	PRESCHOOL
FLSA:	NON-EXEMPT
TYPE:	MONDAY-FRIDAY; AS NEEDED; HOURLY

RESPONSIBILITIES:

The Substitute Teacher Assistant is a Christ-centered individual, strong and growing in his/her faith.

Under the direction of the Lead Teacher, the Substitute Teacher Assistant will assist and support as needed in all duties in the classroom, in transitions and outdoors.

- Maintain proper care and disinfects all equipment and supplies.
- Assists in distributing snacks within the classroom.
- Regularly communicates with the Lead Teacher any concern and/or observation (daily) as they relate to the student and or their parents.
- Assist as guided for transition procedures from/to classroom and to/from outside recess, chapel, and practices, this includes but is not limited to headcounts, recess supervision and safety procedures.
- Continual monitoring of children and verification of the number of students throughout the day.
- Aftercare program set up room for differentiated play and learning styles along with age-appropriate centers.
- Assist in maintaining the classroom environment including arrangement, appearance, safety and décor of the classroom. Not only helps provide a fun environment but also one that will glorify God and train a child in His way.
- Attend chapel with students.
- Must be ready to pray and come alongside students as a minister of the Gospel.
- Communicates with Director regularly and ensures church and school policies are observed.
- Assist in the general housekeeping tasks of the classroom

QUALIFICATIONS:

- Typically requires a High School diploma. Working towards completing 12 units in the core classes in Early Childhood education (i.e., CD 170 Principles of Child Development; CD 180 Observation and Guidance for Child Development; CD 181 Curriculum Planning for Child Development I; and CD 284 Child, Family and Community) and one (1) year of related experience at the preschool level. To meet toddler component additional courses are needed. Please reference Child Development Degrees or Early Education Degrees at local college websites.

OR

- Typically requires a High School diploma, 12 units in the core classes in Early Childhood education (i.e., CD 170 Principles of Child Development; CD 180 Observation and Guidance for Child Development; CD 181 Curriculum Planning for Child Development I; and CD 284 Child, Family and

Community) and 3-4 years of related experience at the preschool level. To meet toddler component additional courses are needed. Please reference Child Development Degrees or Early Education Degrees at local college websites.

- Demonstrates basic or intermediate teaching skills and people and/or process skills. Demonstrates basic or intermediate knowledge of the prescribed curriculum.
- Demonstrates good communication skills.
- Ability to read, understand and present the prescribed curriculum and school requirements and policies effectively. As well as the ability to respond to common inquiries or complaints from parents, regulatory agencies or staff members.
- Ability to apply basic mathematical concepts such as addition, subtraction, multiplication & division.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- TB certification required.
- Current immunization record.
- May make basic decisions within the classroom.
- Present, organize and convey problems or issues within department and external parties (i.e., parents) in a supporting role.
- Model appropriate behavior in support of CCSD/CCA values.

JOB TITLE:	TEACHER ASSISTANT
DEPARTMENT:	LOWER SCHOOL
FLSA:	NON-EXEMPT
TYPE:	FULL-TIME

RESPONSIBILITIES:

The Teacher Assistant is a Christ-centered individual, strong and growing in his/her faith. The Teacher Assistant outwardly demonstrates an externally focused life, applying his/her own God-transformed life to impact the lives of others.

Under the direction of the teacher, the Teacher Assistant serves and supports the students in their educational, physical and spiritual needs. The Teacher Assistant serves and supports the teacher in all duties related to teaching.

- Under direction of the teacher, assists students in comprehending all curriculum and instruction within the guidelines of the school policy and biblical philosophy.
- Assist the teacher in the direction and training of any volunteer assigned to their classroom.
- Support teacher with grading and scoring of classroom homework and tests.
- Responsible for maintaining and directing "safe play" during recess and breaks.
- Assist AM and/or PM Aides with outside supervision before/after school.
- Maintain proper care and disinfects all equipment and supplies.
- Ensure visitors are identified and directed to appropriate administrative offices.
- Regularly communicates with the Teacher or Principal of any concern and/or observation (daily) as they relate to the student and/or their parents.

- Assist in the maintenance of student portfolios within assigned classroom (i.e. calendar due dates).
- Use various technology (i.e. RenWeb, email) to ensure homework and test scores are current and communicated to parents.
- Assist in maintaining the classroom environment including arrangement, appearance, safety and décor of the classroom. Not only helps provide a fun environment but also one that will glorify God and train a child in His way.
- May assign merits and demerits to students to address behavior.
- Attend all staff meeting and assigned training programs, which may include professional conferences and workshops.
- May assist teacher in the coordination of parent conferences.
- Ensure open communication with parents, in a professional and effective manner.
- Attend chapel with students.
- Must be ready to pray and come alongside students, parents and families as a minister of the Gospel.
- Assist in the general housekeeping tasks of the classroom.

QUALIFICATIONS:

- Typically requires a High School diploma.
- Demonstrate knowledge of the prescribed curriculum and complete grade level competencies.
- Demonstrate strong communication skills and proficiency using school technology.
- Multitasker who does not become easily overwhelmed.
- Ability to read, understand and present the prescribed curriculum and school requirements and policies effectively. As well as the ability to respond to common inquiries or complaints from parents or staff members.
- Ability to apply basic mathematical concepts such as addition, subtraction, multiplication & division, fractions, decimals and percent.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- TB certification required.
- May make basic decisions within the classroom.
- Present, organize and convey problems or issues within department and external parties (i.e., parents) in a supporting role. Regularly communicates capabilities to the Teacher and Principal.
- Model appropriate behavior in support of CCSD/CCA values.

JOB TITLE:	SUBSTITUTE TEACHER
DEPARTMENT:	LOWER SCHOOL
FLSA:	NON-EXEMPT
TYPE:	MONDAY-FRIDAY; AS NEEDED; HOURLY RATE

RESPONSIBILITIES:

This individual serves as a professional teacher who assists students in achieving optimum development of skills and mastery of knowledge by conducting assigned subject-matter of grade-level(s) instruction within the lower and/or middle school.

This a temporary position and serves on an “as needed” basis.

- Independently presents and teaches developed lesson plans to a particular subject or grade level.

- Conducts classroom instruction using modern professional teaching principals, practices and techniques appropriate to the subject matter or grade levels(s) of assignment.
- Assists and encourages students with classroom work, questions and any particular difficulties.
- Maintains orderliness within the classroom and other appropriate areas on campus.
- Ensures attendance is reported.
- Adheres and enforces school rules, policies and procedures and safety guidelines.
- Attend chapel with students.
- Must be ready to pray and come alongside students as a minister of the Gospel.
- Assist in the general housekeeping tasks of the classroom.

QUALIFICATIONS:

- Bachelor's degree in related subject.
- CA Teaching Credential.
- Minimum of 3 years teaching experience preferred.
- Knowledge of computer technology required.
- Must have good communication skills and ability to clearly present subject to students.
- Ability to respond to inquiries or complaints from families. Ability to effectively communicate information to students, parents and Administration.
- Ability to apply basic mathematical concepts.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Demonstrate the ability to accept and carry out responsibilities and make competent, professional decisions.
- Must be called by God into ministry.
- Must agree to uphold and support the mission and vision of the Church.
- Must be an example of Servant-Leadership.
- Model appropriate behavior in support of CCSD/CCA values.

JOB TITLE:	SUBSTITUTE TEACHER ASSISTANT
DEPARTMENT:	LOWER SCHOOL
FLSA:	NON-EXEMPT
TYPE:	MONDAY-FRIDAY; AS NEEDED; HOURLY RATE

RESPONSIBILITIES:

Under the direction of the teacher, the Substitute Teacher Assistant serves and supports the students in their educational, physical and spiritual needs. This individual serves and supports the teacher in all duties related to teaching.

This is temporary position and serves on an "as needed" basis.

- Under direction of the teacher, assists students in comprehending all curriculum and instruction within the guidelines of the school policy and biblical philosophy.
- Support teacher with grading and scoring of classroom homework and tests.
- Responsible for maintaining and directing "safe play" during recess and breaks.
- Assist AM and/or PM Aides with outside supervision before/after school.
- Maintain proper care and disinfects all equipment and supplies.
- Direct any student behavior concerns to the Teacher.
- Communicate with the Teacher or Principal of any concern and/or observation (daily) as they relate to the student and/or their parents.

- Ensure visitors are identified/checked in and directed to appropriate administrative offices.
- Attend chapel with students.
- Must be ready to pray and come alongside students, parents and families as a minister of the Gospel.
- Assist in the general housekeeping tasks of the classroom.

QUALIFICATIONS:

- Typically requires a High School diploma.
- Demonstrate knowledge of the prescribed curriculum and complete grade level competencies.
- Demonstrate strong communication skills and proficiency using school technology.
- Multitasker who does not become easily overwhelmed.
- Ability to read, understand and present the prescribed curriculum and school requirements and policies effectively. As well as the ability to respond to common inquiries or complaints from parents or staff members.
- Ability to apply basic mathematical concepts such as addition, subtraction, multiplication & division, fractions, decimals and percent.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- TB certification required.
- May make basic decisions within the classroom.
- Present, organize and convey problems or issues within department and external parties (i.e., parents) in a supporting role. Regularly communicates capabilities to the Teacher and Principal.
- Model appropriate behavior in support of CCSD/CCA values.

JOB TITLE:	SUBSTITUTE TEACHER
DEPARTMENT:	MIDDLE SCHOOL
FLSA:	NON-EXEMPT
TYPE:	MONDAY-FRIDAY; AS NEEDED; HOURLY RATE

RESPONSIBILITIES:

This individual serves as a professional teacher who assists students in achieving optimum development of skills and mastery of knowledge by conducting assigned subject-matter of grade-level(s) instruction within the lower and/or middle school. This serves on an "as needed" basis.

- Independently presents and teaches developed lesson plans to a particular subject or grade level.
- Conducts classroom instruction using modern professional teaching principals, practices and techniques appropriate to the subject matter or grade levels(s) of assignment.
- Assists and encourages students with classroom work, questions and any particular difficulties.
- Maintains orderliness within the classroom and other appropriate areas on campus.
- Ensures attendance is reported.
- Adheres and enforces school rules, policies and procedures and safety guidelines.
- Attend chapel with students.
- Must be ready to pray and come alongside students as a minister of the Gospel.
- Assist in the general housekeeping tasks of the classroom

QUALIFICATIONS:

- Bachelor's degree in related subject.
- CA Teaching Credential.
- Minimum of 3 years teaching experience preferred.
- Knowledge of computer technology required.
- Must have good communication skills and ability to clearly present subject to students.
- Ability to respond to inquiries or complaints from families. Ability to effectively communicate information to students, parents and Administration.
- Ability to apply basic mathematical concepts.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Demonstrate the ability to accept and carry out responsibilities and make competent, professional decisions.
- Must be called by God into ministry.
- Must agree to uphold and support the mission and vision of the Church.
- Must be an example of Servant-Leadership.
- Model appropriate behavior in support of CCSD/CCA values.