



Teacher Job Description

The teacher shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christian men and women to the praise and glory of God.

QUALIFICATIONS

The teacher shall be one who has received Jesus Christ as Savior and Lord. The teacher must demonstrate or support the existence of the gift of teaching, and the calling to Christian education. A teacher shall be a member in good standing of a Bible-believing church and shall lead a separated life. He/she shall be a person of spiritual maturity with academic and leadership abilities that will allow him/her to train and disciple children. The teacher shall reflect the purpose of the school as stated in the Mission and Purpose Statement.

Responsible to: Executive Director, Academic Dean

Supervises: Student teachers, aides, volunteers, and students.

Responsibilities:

1. Spiritual: The teacher shall ...
 - A. demonstrates in attitude, speech and actions a consistent daily walk with Jesus Christ.
 - b. show by example the importance of Scripture memorization and study, prayer, witnessing, and unity in Christian fellowship.
 - c. follow the Matthew 18 principle in dealing with students, parents, staff, and administration.
 - d. challenge students to accept God's gift of salvation and grow in their faith.
2. Instructional: The teacher shall ...
 - a. recognize the role of parents as primarily responsible before God for their child's education and assist them in the task.
 - b. teach classes as assigned following prescribed scope and sequence as scheduled by the Executive Director or Academic Dean.
 - c. plan broadly through the use of semester and quarterly plans and objectives, and more currently through the use of a Lesson Plan Book.
 - d. integrate Biblical principles and the Christian philosophy of education throughout the curriculum.

- e. effect student learning through mastery of the subject material by utilizing valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
 - f. plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
 - g. employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child; spiritual, mental, physical, social, and emotional.
 - h. plan through approved channels the balanced use of field trips, guest speakers, and other media to enhance the student's learning.
 - i. use homework effectively for drill, review, enrichment or project work.
 - j. assess the learning of students on a regular basis and provide progress reports as required.
 - h. keep proper discipline in the classroom and on the school premises for a good teaching environment.
 - i. inform the administration if unable to fulfill any duty assigned. Prepare adequate information and materials for a substitute teacher, and keep an up-to-date substitute teacher materials.
 - j. assess students consistently, using a variety of methods and tools for the purpose of appropriate promotion or retention and the discovery of special needs or gifts.
 - k. actively seek to work with other teachers to enhance class activities and school.
3. Non-Instructional: The teacher shall ...
- a. cooperate with the administration in implementing all policies, procedures, and directives governing the operation of the school.
 - b. support the broader program of the school by attending extra-curricular activities when possible.
 - c. maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
 - d. keep students, parents, and the administration adequately informed of progress or deficiencies, and give timely and sufficient notice of failure.
 - e. maintain a clean, attractive, well-ordered classroom.
 - f. supervise extra-curricular activities, organizations, and outings as assigned.
 - g. refer students to the Administration for testing when students experience extreme difficulties in learning in the classroom.
4. Professional: The teacher shall ...
- a. utilize educational opportunities and evaluation processes for professional growth.
 - b. seek the counsel of the Administrator, colleagues, and parents of students while maintaining a teachable attitude.
 - c. provide input and recommendations for administrative and managerial functions in the school.
 - d. attend and participate in scheduled devotional, in-service, committee, and faculty meetings.
 - e. know the procedures for dealing with issues of an emergency nature. Keep close at hand a copy of the school emergency list – see Teacher Handbook.
 - f. contribute to the general improvement of the school program.
 - g. refuse to use or circulate confidential information inappropriately.
 - h. perform any other duties, which may be assigned by the Administration.

5. Personal: The teacher shall ...
 - a. demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality (Gal. 5:22-23).
 - b. meet everyday stress with emotional stability, objectivity, and optimism guided by the principles of Scripture (Phil. 4).
 - c. develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
 - d. respectfully submit and display loyalty to constituted authority.
 - e. maintain a personal appearance that is a role model of cleanliness, modesty, good taste, and in agreement with school policy – see Teachers Handbook.
 - f. use acceptable English in written and oral communication. Speak with clear articulation.
 - g. recognize the need for good public relations. Represent the school in a favorable and professional manner to the constituency and general public.
 - h. place the teaching ministry ahead of outside or volunteer work.
 - i. make an effort to appreciate and understand the uniqueness of the community.
 - j. maintain a personal walk with God in daily Bible study, meditation, and prayer.
 - k. be faithful in church attendance, active in ministry opportunities, and regular in giving thereby supporting the ministry of the local church.

EVALUATION

Performance of these responsibilities will be evaluated in accordance with provision within the Teacher Handbook.

Physical Requirements to Fulfill the Essential Functions of this Job

1. Site

Dismissal

An elementary teacher must be able to move the children from the classroom to an area that is adjacent to the parking lot for afternoon dismissal. They also must be able to supervise students for approximately 30 minutes during this dismissal procedure. Secondary teachers must be able to assist with afternoon dismissal and traffic flow or crowd control.

Playground size and terrain

Elementary teachers are required to take their students onto the playground and supervise them during outside recess. This requires a teacher to walk extensively and supervise a large group of students in a large, open area.

2. Building

Location of Classroom

Students in each individual classroom are required to move about in the building from the classroom to the lunchroom, the library, the gym, and/or the music room. Teachers must be able to accompany students in the hallways or in other places in the building as they move from one location to another location.

3. Classroom

Teachers must be able to write on the chalkboards and prepare bulletin boards between 4-7 feet in height so that students, particularly in the back of the room, can see the necessary information.

Teachers in the school must have sufficient vision to allow for active supervision and interaction with students.

4. Teaching

Teachers must be able to demonstrate lesson concepts using chalkboards, media, hands-on materials.

Communicate data (attendance, student assessment, report cards, etc.)

Teachers are required to prepare evaluation reports, fill in records, and on numerous occasions, communicate with parents in writing.

5. Supervision

Indoor (classroom, play areas/gymnasium)

Teachers must be able to actively supervise students within the classroom or in the gymnasium area for indoor recess. On occasion, elementary faculty should participate with students in organized games and activities.

Outdoor (playground, sports field).

Teachers in the elementary school must be able to supervise students in their classroom or while on the playground. Teachers must also supervise students at the closing of each day as students are dismissed.

6. Emergencies

Teachers must be able to quickly summon help when an emergency arises either in the classroom, gymnasium, or on the playground.

7. Attendance

Teachers are required to be present daily from 7:45a.m. to 4:00p.m. Faculty meetings and other special functions before or after school, and occasionally for meetings or other functions in the evening may require additional time.