

Christian Teacher Job Description

General Description

- Goal:** The teacher shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.
- Overview:** The teacher shall be a born-again, college graduate (bachelor's degree, minimum) who feels called by God to the teaching profession. Other qualifications may be added by the Board as deemed appropriate.
- Contracted:** By the Headmaster under the authority of the School Board for one year.
- Responsible:** To the Headmaster, Principal and Lead Teacher
- Supervises:** Student teachers, aides, volunteers, and students
- Evaluation:** Teacher performance will be evaluated in accordance with standard teacher evaluation policies and this job description.

Required Personal Qualities

The teacher shall

1. Have received Jesus Christ as his/her personal Savior.
2. Believe that the Bible is God's Word and standard for faith and daily living.
3. Be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for sexual conduct (Luke 6:40).
4. Be a member in good standing at a local, evangelical church which has a Statement of Faith that is compatible with the school's Statement of Faith.
5. Show by example the importance of Scripture study and memorization, prayer, witnessing and unity in the Body of Christ.
6. Walk in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
7. Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."

Additional Personal Qualities

The teacher shall

1. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
2. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
3. Meet everyday stress with emotional stability, objectivity, and optimism.
4. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste and in agreement with school policy.
5. Use acceptable English in written and oral communication. Speak with clear articulation.
6. Respectfully submit and be loyal to constituted authority.
7. Shall notify the administration of any policy he/she is unable to support.
8. Refuse to use or circulate confidential information inappropriately.
9. Place his/her teaching ministry ahead of other jobs or volunteer activities.
10. Make an effort to appreciate and understand the uniqueness of the community.
11. Determine to walk in unity with fellow staff members, not allowing gossip or petty differences to exist in heart or presence.

Job Description – Essential Functions

The teacher shall

1. Reflect the purpose of the school, which is to honor Christ in every class, and in every activity.
2. Lead students to accept God's gift of salvation and help them grow in their faith.
3. Lead students to a realization of their self-worth in Christ.
4. Cooperate with the Board and administration in implementing all policies, procedures and directives governing the operation of the school.

5. Teach classes as assigned following prescribed scope and sequence as scheduled by the headmaster.
6. Integrate Biblical principles and the Christian philosophy of education throughout the curriculum and activities.
7. Keep proper discipline in the classroom and on the school premises for a good learning environment.
8. Maintain a clean, attractive and well-ordered classroom.
9. Plan broadly through the use of course overviews and objectives, and more currently through the use of a Lesson Plan Book.
10. 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.
11. Utilize valid teaching techniques to achieve curriculum goals with the framework of the school's philosophy.
12. 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.
13. Plan through approved channels the balanced classroom use of field studies, guest speakers, and other media.
14. Use homework effectively for drill, review, enrichment or project work, while staying within the general time guidelines for each grade.
15. Assess the learning of students on a regular basis and provide goal sheets (frequency determined by grade level), mid-trimester progress reports, and trimester report cards in the approved format.
16. Maintain regular and accurate attendance and grade records (in the approved format) to meet the demands for a comprehensive knowledge of each student's progress.
17. Keep students, parents and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.
18. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
19. Develop and maintain rapport with students, parents and staff by treating others with friendliness, dignity and consideration.

20. Follow the Matthew 18 principle in dealing with students, parents, staff and administration.
21. Seek the counsel of the administrator, colleagues and parents while maintaining a teachable attitude.
22. Attend and participate in scheduled devotional times, inservice, retreats, faculty meetings, committee meetings, parent conferences, open houses, and workshops.
23. Know the procedures for dealing with issues of an emergency nature.
24. Inform the administration in a timely manner if unable to fulfill any duty assigned. Prepare adequate information and materials for a substitute teacher.
25. Be present daily for early morning staff devotional at 7:30 a.m. (duty hours are every weekday from 7:30 a.m. to 3:30 p.m.), faculty meetings and other special functions/duties after school, and occasionally for meetings or other functions in the evening or weekends.

Job Description – Supplemental Functions

The teacher shall

1. Supervise extra-curricular activities, organizations and outings as assigned.
2. Utilize educational opportunities and evaluation processes for professional growth.
3. Provide input and constructive recommendations for administrative and managerial functions in the school.
4. Support the broader program of the school by attending extra-curricular activities when possible.
5. Perform any other duties which may be assigned by the Headmaster or his designees.