

# Middletown Christian School 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, certified or certifiable, who feels called of God to the teaching profession and has demonstrated his or her ability to teach and lead students. Other qualifications may be added by the Board as deemed appropriate.
Contracted by:	School Board for one year.
Responsible to:	Administrator
Supervises:	Student teachers, aides, volunteers and students.
Scheduled hours:	Monday-Friday 7:30am – 4:00pm
Evaluation:	All staff will undergo evaluation in the fall while there is time for coaching that can lead to teaching improvements prior to a reemployment decision. The teacher job description shall serve as the primary basis for formal evaluation.
Chain of Command:	Teachers are under the direct authority of the school Administrator who follows the guidance of the School Board and ultimately the Church Elder Board. All areas of involvement with the school are to be handed primarily through the Administrator or lead teacher.

## Required Personal Qualities

### The teacher shall

- Have received Jesus Christ as his/her personal savior
- Believe that the Bible is God's Word and standard for faith and daily living.
- 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
- Be a member in good standing at a local, evangelical church which has a Statement of Faith in agreement with the school's Statement of Faith.
- Show by example the importance of Scripture study and memorization, prayer, witnessing and unity in the Body of Christ.
- Be in whole-hearted agreement with the schools Statement of Faith and Christian philosophy of education.
- Have the spiritual maturity, academic ability and personal leadership qualities to "train up a child in the way he should go".
- Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that tack.
- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance and punctuality.
- Meet everyday stress with emotional stability, objectivity and optimism.

- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste and in agreement with school policy.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to constituted authority.
- Shall notify the administration of any policy he/she is unable to support
- Refuse to use circulate or discuss confidential information inappropriately.
- Place his/her teaching ministry ahead of other jobs or volunteer activities.
- Make an effort to appreciate and understand the uniqueness of the community.

## **Job Description – Essential Functions**

### The teacher shall

- Reflect the purpose of the school which is to honor Christ in every class and in every activity.
- Motivate students to accept God's gift of salvation and help them grow in their faith.
- Lead students to a realization of their self-worth in Christ.
- Teach classes as assigned following prescribed scope and sequence.
- Integrate Biblical principles and the Christian philosophy of education throughout the curriculum and activities.
- Keep proper discipline in the classroom and on the school premises for a good learning environment which will include posted classroom rules along with both positive incentives for compliance and negative consequences for violations.
- Maintain a clean, attractive, well-ordered classroom including: preparation of classroom prior to the opening of school, daily cleaning and completion of a year-end cleaning. Any needed facility repairs should be reported to the administration promptly.
- Plan broadly through the use of trimester plans and objectives and more currently through the use of a Lesson Plan Book.
- 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.
- Utilize valid teaching techniques such as Direct Teaching to achieve curriculum goals within the framework of the school's philosophy.
- Employ a variety of instructional aids, manipulatives, methods and materials that will provide for creative teaching to reach the whole child: spiritually, mentally, physically, socially and emotionally.
- Plan through approved channels the balanced classroom use of field trips, guest speakers and other media.
- Use homework effectively for drill, review, enrichment and project work.
- Records and assessments will be completed to meet the demands for a comprehensive knowledge of each student's progress including the following: cumulative files, attendance records, progress reports at mid-term intervals and quarterly report cards with parent conferences as scheduled.
- Keep students, parents and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.
- 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.
- Develop and maintain rapport with students, parents and staff by treating others with friendliness, dignity and consideration.
- Follow Matthew 18 principle in dealing with students, parents, staff & administration.
- Seek counsel of the administrator, colleagues and parents while maintaining a teachable attitude.

- Attend and participate in scheduled devotional, evening programs, in-service, conventions, committee and faculty.
- Know the procedures for dealing with issues of an emergency nature.
- Inform the administration in a timely manner if unable to fulfill and duty assigned. Prepare adequate information and materials for a substitute teacher.
- Supervision of students before and/or after school will be conducted as directed by the Administrator.
- Prepare a weekly news flash to parents about coming classroom events, birthdays, class successes, etc.
- Use directed lessons and appropriate manipulatives when introducing new concepts.
- Make use of student monitors as a means to build responsibilities and character in the students.