



### **Teacher's Job Description**

Reports to: Principal

Supervises: Students of the school

### **NATURE AND SCOPE OF JOB:**

The Teacher serves as both the educational and spiritual leader of his/her classroom. The Teacher is responsible for adhering to the policies, regulations, discipline, and procedures of the school to ensure that all students are supervised in a safe environment that meets the mission of the school and promotes learning.

Christian growth and development requires the teacher to foster and develop an environment where Christ is supreme in all. The Westminster Confession of Faith and Catechisms of the Bible Presbyterian Church are to serve as a guide and help in this endeavor.

### **JOB FUNCTIONS AND RESPONSIBILITIES:**

- Plan, prepare and deliver instructional activities that facilitate active learning experiences
- Develop lesson plans on a weekly basis and submit them to Principal for review when requested
- Adhere to all school policies, including but not limited to: dress code, discipline, communication, operational policy & procedures (fire drill, abuse reporting, et al)
- Establish and communicate clear objectives for all learning activities
- Prepare classroom for class activities prior to administration of those activities
- Fabulous Friday planning and implementation
- Identify and select different instructional resources and methods to meet students' varying needs throughout the school year
- Instruct and monitor students in the use of learning materials and equipment
- Use relevant technology to support instruction
- Observe and evaluate students' performance and development

- Assign and grade class work, homework, tests and assignments
- Provide appropriate written/oral feedback on work
- Encourage and monitor the progress of individual students
- Maintain accurate and complete records of students' progress and development
- Update all necessary records accurately and completely as required by laws, district policies and school regulations
- Prepare required reports on students and activities
- Manage student behavior in the classroom by establishing and enforcing rules and procedures in accordance with the rules and disciplinary systems of the school
- Perform certain spiritual duties including, but not limited to, student support, counseling students with academic problems and providing student encouragement
- Participate in department and school meetings, and parent meetings as scheduled by school administration
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs
- Keep detailed inventory of classroom supplies/materials/books/technology equipment
- Record daily attendance/tardiness logs
- Administer all required assessments (by school, district, state, federal)
- Maintain classroom cleanliness
- Be available for meetings requested by parents who wish to meet outside of established report card meeting times
- Create an effective environment for learning through functional and attractive displays, bulletin boards, display of student work, and other means of visual communication of educational material
- Maintains professional competence through participation at in-service professional growth activities
- Submit to principal supervision and formal evaluation procedures; respond to any received feedback or recommended steps for improvement as directed
- Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media in order to support daily instruction.
- Supervise students in out-of-classroom activities during the school day as scheduled

- Actively supervise students within the classroom, out on the playground, before/after school arrival/dismissal periods, and during special activities as scheduled
- Integrate Biblical principles, worldview, and the Christian philosophy of education throughout all curriculum and activities.

### **Education and Experience**

Bachelors degree or higher from an accredited institution

Meet professional teacher education requirements of school and state

Relevant teaching experience

Knowledge of relevant technology

### **Key Competencies**

The teacher shall be a born-again Christian and shall demonstrate Christ-like character, exercise sound Biblical discernment, have a testimony above reproach, be open to instruction and correction, work cooperatively with all staff, be a positive Christian role model at all times in attitude, speech and actions toward others, and lovingly and compassionately carry out his/her responsibilities as a teacher.

In addition, staff members should show:

Christian kindness

Self-motivation

High energy level

Verbal and written communication skills

Attention to detail

Able to work independently

Organized and able to plan

Stress tolerance

Flexibility/adaptability

Punctuality

Humility

**SALARY & BENEFITS:**

- Full time salary \$43,500 - \$75,000 per year, depending on credentials and experience
- Part time salary varies based on percentage of FTE

**Full Time Teacher Benefits:**

- Medical, dental, vision coverage for employee
- Tuition discount
- Matching retirement
- Paid time off
- Sick leave
- Referral program
- Professional development assistance