



TEACHER JOB DESCRIPTION

- Description:** The teacher shall be a Christian role model who partners with parents to help students learn attitudes, skills and subject matter that will contribute to their development as mature, literate, and responsible ambassadors for the Kingdom of God.
- Overview:** The teacher shall be an evangelical, born-again, certified or certifiable college graduate, who feels called of God to the teaching profession. Other qualifications may be added by the board as deemed appropriate.
- Contracted by:** Administration for one year
- Responsible to:** K-8 Principal
- Supervises:** Students, student teachers, aides and volunteers
- Evaluation:** Teacher performance will be evaluated in accordance with provisions of the board's policy on evaluation of professional personnel and the following spiritual, personal and professional qualities.

SPIRITUAL QUALITIES

The teacher shall:

- Have received Jesus Christ as his/her personal Lord and Savior.
 - Believe that the Bible is God's infallible 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 of morality.
 - Be an active member 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 and **unity** in the Body of Christ.
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- Be in agreement with the school's Statement of Faith.
 - Be in agreement with the school's Christian philosophy of education as outlined in *Recovering the Lost Tools of Learning* by Douglas Wilson.
 - Have the spiritual maturity, academic ability and personal leadership qualities to “train up a child in the way he should go.”

PERSONAL QUALITIES

The teacher shall:

- 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.

- Follow the Matthew 18 principle in dealing with students, parents, staff and administration.
- Seek the counsel of the administrator, colleagues and parents while maintaining a teachable attitude.

- Use acceptable English in written and oral communication.
- Maintain confidentiality in respect to oral or written communication and official records.
- Communicate and interact with courtesy, tact and respect.

- Balance professional and family responsibilities.
- Place his/her teaching ministry ahead of other jobs or volunteer activities.
- Respectfully submit and be loyal to constituted authority.

PROFESSIONAL QUALITIES

The teacher shall:

- Continually strive to implement the philosophy, core values and common goals of the school.
- Cooperate with the board and administration in implementing all policies and procedures governing the operation of the school.

- Recognize the role of parents as primarily responsible before God for their children's education, and be prepared to assist them in that task.
- Model and integrate biblical principles in each subject area and in all activities.
- 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.

- Promote a nurturing, safe learning environment.
- Institute classroom procedures and behavior expectations that lead to an orderly atmosphere.
- Discipline in a manner consistent with the school's policy and in a manner that does not violate the student's dignity, but rather fosters respect and responsibility.

- Maintain a clean, organized, inviting and attractive classroom.
- Organize the classroom to accommodate Sunday School and other church groups that share the same space.
- Collaborate with administration and RMCC staff to minimize shared space conflicts.

(professional qualities cont.)

- Proactively preserve the innocence of children by exposing students to age-appropriate information and discussions.
 - Utilize the adopted curriculum to 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.
 - Use a variety of established teaching techniques, motivational strategies, instructional activities and appropriate supplemental materials to achieve curriculum goals within the framework of the school's classical and Christian philosophy.
 - Use homework effectively for drill, review, enrichment or project work.
 - Structure activities for learning that maximize engaged time.
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- Assess the learning of students on a regular basis, and provide progress reports as required.
 - Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
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- Keep students, parents and the administration adequately informed of student progress or deficiencies and give sufficient notice of problems or failure.
 - Recognize the need for good public relations. Represent the school in a favorable and professional manner.
 - Exhibit high standards of professional ethics regarding colleagues.
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- Attend and participate in all scheduled devotional, inservice, retreats, committee, faculty and Parent/Teacher meetings.
 - Inform the administration in a timely manner if unable to fulfill any duty assigned. Prepare adequate information and materials for a substitute teacher.
 - Model continuous professional growth and reflect on personal performance.

**Physical Requirements to Fulfill the
Essential Functions of this Position**

(category blank if not applicable)

FREQUENCY OF REQUIRED EXPOSURE/USE

WORKING ENVIRONMENT	occasional	frequent	daily
cold (50 f or less)		x	
heat (90 f or more)		x	
gases/fumes/dust	x		
chemicals/solvents	x		
noise			x
climbing stairs			x
crawling or kneeling	x		
standing			x
sitting		x	
walking			x
running	x		
bending			x
reaching over shoulder	x		
pushing	x		
pulling	x		
moving heavy items			
lifting/lowering:			
up to 20 lbs		x	
up to 50 lbs	x		
more than 50 lbs	x		
lifting over shoulder:			
up to 20 lbs	x		
up to 50 lbs	x		
more than 50 lbs	x		
carrying:			
up to 20 lbs		x	
up to 50 lbs	x		
more than 50 lbs	x		

other requirements	occasional	frequent	daily
on-time arrival			x
regular attendance			x
Summon emerg. help	x		
apply CPR/first aid		x	
lead field trips		x	
communicate data			x
prepare reports		x	
visual acuity: near			x
visual acuity: far			x
color discrimination			x
hearing			x
speech			x
manual dexterity			x
cutting		x	
eye/hand coord.			x
outdoor duty			x
driving	x		
flying			

operate machinery	occasional	frequent	daily
telephone		x	
fax	x		
copier			x
computer			x
printer		x	
calculator		x	
overhead projector		x	
AV equipment		x	
other (please list)			