



SOUTHWEST CHRISTIAN HIGH SCHOOL
"TO SEEK, KNOW, LIVE AND PROCLAIM THE TRUTH"

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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, certified or certifiable, who feels called of God to the teaching profession. Other qualifications may be added by the Board as deemed appropriate for the employee.
- Contracted by:** School board upon recommendation of the administrator for one year.
- Responsible to:** Administrator
- Supervises:** Student teachers, aides, volunteers, and students.
- Evaluation:** Teacher performance will be evaluated in accordance with provisions of the Faculty Handbook.

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 in agreement 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. Be 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.

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. Motivate 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 administrator.
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, well-ordered classroom.
9. Plan broadly through the use of semester and quarterly plans 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 within 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 trips, guest speakers, and other media.
14. Use homework effectively for drill, review, enrichment or project work.
15. Assess the learning of students on a regular basis and provide progress reports as required.
16. Maintain regular and accurate attendance and grade records 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, in-service, retreats, committee, faculty, and parent-teacher meetings.
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.

Physical Requirements to Fulfill the Essential Functions of this Job

1. Site

Parking lot to building

A teacher must be able to gather his/her students together on the parking lot into a cohesive unit and be able to move the children from an area on the parking lot to and into a building.

2. Building

Location of Classroom

Some high school classrooms could be on the second floor of the school building. Teachers must be able to climb the stairs to reach the classrooms.

Distances: (entrance to classroom, office to classroom, classroom to gymnasium/playground, classroom to faculty lounge, classroom to lunch area, etc.)

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

Height of chalkboards and bulletin boards

Secondary 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.

Able to see and interact with students

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

4. Teaching

Able to demonstrate lesson concepts using chalkboards, media, hands-on materials

Teachers will be required to use chalkboards, white boards and other media. The teacher must be able to verbally communicate lesson concepts enabling students to understand.

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, gymnasium)

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

Outdoor (sports field)

Teachers in the school must be able to supervise students in their classroom or while on the sports field. Typical weather in our area includes everything from rain to snow to hot and cold.

6. Emergencies

Can summon help

A teacher must be able to quickly summon help when an emergency arises either in the classroom, gymnasium, or on the sports field.

Can apply emergency first aid

Teachers are required to render minimal first aid to students who may be injured while in the classroom, gymnasium, or on the sports field.

7. Attendance

Full-time teachers are required to be present daily for staff devotions one half hour before classes begin, stay for one half hour after classes end, attend faculty meetings and other special functions after school, and occasionally for meetings or other functions in the evening.

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 that may be assigned by the administration.