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## ***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 Christian, and one who feels called of God to the teaching profession. Other qualifications may be added by administration as deemed appropriate.
- Contracted by:** Calvary Baptist Church upon recommendation of the principal for two years.
- Responsible to:** Principal
- Supervises:** Student teachers, aides, volunteers, and students.
- Evaluation:** Teacher performance will be evaluated in accordance with provisions of the Administration policy on Evaluation of Professional Personnel.

### **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 towards 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 Calvary Baptist Church.
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 Church's Statement of Faith, Philosophy of Ministry 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."
8. Attend faithfully all services of the church unless providentially hindered. This includes Sunday School, morning worship, evening worship, midweek services, revival meetings, mission conferences, and any pertinent workers' meetings. Leaders should always be on time. Teachers and employees are also expected to be faithful to the Lord in the giving of tithes (a minimum of 10% of gross earnings) and offerings.

### **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. 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.

### **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 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 principal.
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. Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
11. Reach the students in each of the following aspects: spiritual, mental, physical, social, and emotional.
12. Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media.
13. Use homework effectively for drill, review, enrichment or project work.
14. Assess the learning of students on a regular basis and provide progress reports as required.

15. Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
16. Keep students, parents, and the principal adequately informed of progress of deficiencies and give sufficient notice of failure.
17. 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.
18. Develop and maintain rapport with students, parents and staff by treating others with friendliness, dignity, and consideration.
19. Follow the Matthew 18 principle in dealing with students, parents, staff, and administration. (Matthew 18:15-20)
20. Seek the counsel of the principal, colleagues, and parents while maintaining a teachable attitude.
21. Attend and participate in scheduled devotions, in-service, retreats, committee, faculty, and Parent-Teacher Fellowship meetings.
22. Know the procedures for dealing with issues of an emergency nature.
23. Inform the principal in a timely manner if unable to fulfill any duty assigned. Prepare adequate information and materials for a substitute teacher.

### **PHYSICAL REQUIREMENT**

To fulfill the essential functions of this job:

*SITE:*

1. A teacher must gather his/her children 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 the building and vice-versa.
2. Elementary teachers must be able to take their students to local parks, the library, recreation facilities, and other local establishments for supervised activities. This requires the ability to escort and supervise children over a multi-block area as they cross busy streets in an urban environment.
3. Teachers must be able to keep up with their students, control them until reaching their destination and remain with the students at that location.

*BUILDING:*

1. Students in each individual classroom are required to move about in the building from the classroom to the lunchroom, the chapel and/or the school office.
2. 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.

*CLASSROOM:*

1. Elementary teachers must be able to write on the chalkboards and prepare bulletin boards (monthly).
2. Teachers in the school must have sufficient vision and hearing to allow for active supervision and interaction with students.

*TEACHING:*

1. Teachers must be able to demonstrate lesson concepts using chalkboards, media, hands-on materials and computers.
2. Teachers are required to prepare evaluation reports, fill in records, and on numerous occasions, communicate with parents both verbally and in writing.

*SUPERVISION:*

Indoor (classroom, play areas/gymnasium):

1. Teachers must be able to actively supervise students within the classroom or in the playground area for indoor recess or physical education. On occasion, elementary faculty should participate with students in organized games and activities.
2. Teachers will be asked and expected to do before/after school care and detention monitoring.

Outdoor (playground, parks, parking lot):

1. Teachers in the elementary school must be able to supervise students in their classroom or while on the playground, parking lot, or park.
2. Teachers must supervise students at the closing of each day as students are dismissed.

### *EMERGENCIES:*

1. A teacher must be able to quickly summon help when an emergency arises either in the classroom, or on the playground.
2. Teachers are required to render minimal first aid to students who may be injured while in the classroom, or on the playground.

### *ATTENDANCE:*

Teachers are required to be present daily half an hour before the children arrive until half an hour after the children depart. They are also required to be present for faculty meetings and other special functions after school, and occasionally for meetings or other functions in the evening.

### **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 other duties which may be assigned by the administration.

Keep in mind that our work is for Him: "Wherefore we labour, that, whether absent or present, we may be accepted of Him." (II Cor. 5:9). We should agree that leading, teaching, or working in this school ministry is a privilege. Remember that we stand before our students, their parents, and fellow church members representing the Lord. Our walk, attitude, fellowship with God, spiritual life, and willingness to improve have a direct impact on whether our students and parents understand the Gospel message, or go away confused and discouraged.