



## Job Description for Teacher

<b>Position Type</b>	Exempt
<b>Compensation</b>	Annual Contract
<b>Supervisor</b>	Principal
<b>Primary Duties</b>	The school teacher shall help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to impact the world for the glory of God.
<b>Education Requirement</b>	<ul style="list-style-type: none"> <li>• Hold a bachelor's degree from an accredited postsecondary institution, master's degree preferred.</li> <li>• Any higher level high school classes, master's degree required and Ph. D. preferred.</li> <li>• Hold ACSI Educator's certification or be willing to participate in a program to complete the requirements for certification within a specified time period.</li> <li>• Demonstrate a reasonable level of computer literacy, having a basic proficiency in doing word processing, creating and using a spreadsheet, emailing, and accessing the Internet.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Possess evidence of other adequate preparation, background, or experience as determined by the school administration.</li> </ul>
<b>Job Requirements</b>	<ul style="list-style-type: none"> <li>• Agree and adhere to the policies and procedures of CSD as stated in the employee handbook.</li> <li>• Recognize the need for good public relations, and represent the school in a favorable and professional manner to the school's constituency, local churches, and the general public.</li> <li>• Possess the necessary customer service and public relations skills to market the school to potential families and the general public.</li> <li>• Provide spiritual leadership to students, families, and staff.</li> <li>• Provide academic leadership in the classroom and with peers to develop a quality Christ-centered educational program.</li> <li>• Provide academic leadership to accomplish the goals and objectives assigned by the school administration and school policy.</li> </ul>
<b>Essential Function</b>	<p><b>Spiritual Leadership</b></p> <ul style="list-style-type: none"> <li>• Motivate students to accept God's gift of salvation, and be a Christian witness and role model to them in order to help them grow in their faith.</li> <li>• Lead students to a realization of their self-worth in Christ.</li> <li>• Ensure that the classroom work environment is Christian-based, nurturing, wholesome, and loving.</li> <li>• Work with the administration and staff to address the spiritual formation needs of the students.</li> <li>• Carry out Christ-centered counseling with students and staff.</li> </ul> <p><b>Academic Leadership</b></p> <ul style="list-style-type: none"> <li>• Have a thorough knowledge and understanding of the Christian philosophy of education that will help in providing leadership and guidance in the school's development of and commitment to a Christian worldview.</li> <li>• Have knowledge of the school's curriculum, standards, and mission.</li> </ul>

- Integrate biblical principles and the Christian worldview throughout the curriculum and activities.
- Teach classes as assigned following the prescribed scope and sequence as scheduled by the administration.
- Ensure that the classroom reflects a professional and Christian environment.
- Have knowledge of the physical and emotional development of children—particularly at the age level of the children being taught—and understand the problems they face.
- Plan broadly through the use of semester and quarterly 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 them to do their best work.
- 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.
- Plan through approved channels the use of field trips, guest speakers, and other media for a balanced classroom.
- Use a strategic minimum of homework effectively for drill, review, enrichment, or project work.
- Regularly assess the learning of students, and provide progress reports as required.
- Respond in a timely and appropriate way to parent communiques.
- Participate in formal and informal parent-teacher conferences.
- Participate in continuous professional development as deemed by administration.
- Provide a good learning environment.

#### **Administrative Leadership**

- Have the ability to accomplish the goals and objectives assigned by the school administration and school policy.
- Help the staff, students, and volunteers function efficiently, effectively, eternally, and significantly.
- Meet regularly with other staff members to ensure coordination.
- Maintain a physical presence with the students by attending and, when possible, participating in school chapels, assemblies, athletics events, and other presentations.
- Arrange for substitute teachers when needed, and assist them in successfully carrying out their responsibilities.
- Participate in orientation, staff devotionals, staff meetings, and parent/teacher fellowship meetings.
- Comply with professional ethics including confidentiality concerning the sharing of information about children, parents, or staff.
- Maintain regular and accurate records of attendance and grades to meet the demands for a comprehensive knowledge of each student's progress.
- Keep students, parents, and the administration adequately informed of student progress or deficiencies and give sufficient notice of student failure.
- Know the procedures for dealing with emergency situations.
- Conduct emergency safety drills in coordination with school leadership.
- Report to the appropriate individuals any campus safety, health, and maintenance needs that are observed.
- Inform the administration in a timely manner if unable to fulfill any assigned duty.
- Deal appropriately with the school administration in an earnest effort to resolve differences.

#### **Additional Duties or Responsibilities**

	<ul style="list-style-type: none"> <li>• Ensure that provision is made for the accountability and securing of all funds collected in the classroom.</li> <li>• Supervise extracurricular activities, organizations, and outings as assigned.</li> <li>• Support the broader program of the school by attending extracurricular activities when possible.</li> <li>• Involve parents in prayer and volunteerism as appropriate.</li> <li>• Maintain a clean, attractive, and well-ordered classroom.</li> <li>• Participate in the end-of-year school closing process, such as the inventorying of textbooks, furniture, and equipment.</li> <li>• Perform any other duties that may be assigned by the administration.</li> </ul>
<b>Equipment used for this job</b>	Computer, standard office equipment, educational technology.

*“The mission of Christian School District is to assist Christian families in equipping students with a Christ-centered education, empowering them to impact the world for the glory of God.”*