



School Teacher/Classroom Minister Job Description

Responsible for training students in the Statement of Faith of Calvary Church and the development, implementation, and assessment of the Calvary Christian School curriculum.

Qualifications (Personal and Professional)

- A. An intimate and growing personal relationship with Jesus Christ.
- B. Live a life above reproach (consistent with I Timothy 3:1-7).
- C. Strong relational skills including but not limited to:
 - Being a team player
 - Showing sensitivity with a heart of compassion
 - Having a warm and friendly personality in all interactions
- D. Demonstrates effective oral and written communication skills, computer proficiency and organizational ability.
- E. Demonstrates a teachable spirit, a self-starter mentality, and the ability to think creatively and solve problems.
- F. Recognizes, develops, and integrates God's truth, goodness, and beauty into all of the curriculum.
- G. Measures growth in students and communicates needs for student improvement.
- H. Have appropriate educational (bachelor's degree or greater and biblical knowledge) and professional work experience to fulfill the designated job responsibilities. Previous church involvement (i.e. teaching Sunday School, participating in short-term missions) is also encouraged.

Conditions for Employment

- A. It is a privilege to serve the Lord in vocational ministry as a leader at Calvary Christian School. Those who serve God on staff at Calvary Church of Santa Ana are expected to embrace a high biblical standard of personal conduct and lifestyle both public and personal.
- B. Available to fulfill the identified work schedule and hours.
- C. It is required that all staff members are in agreement with the bylaws, Statement of Faith, and Purpose, Vision, and active advocates of the Values of Calvary Church of Santa Ana (modeling faithful involvement and participation in worship, giving, service, and evangelism).
- D. Knowledgeable and passionate about his or her subject, level of student, and art of instruction and engagement.
- E. Well established or growing in the application of laws of teaching and management of classroom culture.
- F. Maintains and updates accurate documentation of weekly lesson plans and grades, long-range planning, teaching minutes, course outlines, and assessment data and utilizes allocated time during the school day, staff meetings, and in-services to create, write, or update all pertinent information listed.

- G. Committed to growing theologically through participation in a local church and personal devotion and Bible study.
- H. Employees must adhere to the guidelines and conditions for employment as outlined in the Calvary Church Employee Handbook and the CCS Faculty and Staff Manual.

Working Relationships

- A. Report to: Head of School
- B. Work closely with and seek the best for teaching staff, support staff, and leaders.
- C. Coordinate with all other school/church staff.

Ministry Responsibilities

- A. Be an active advocate of the Purpose, Vision and Values statement of Calvary Church and Calvary Christian School and submit to its leadership. Upon hire, attend staff development to understand the culture, history, and doctrines of Calvary and learn to communicate them to students.
- B. Foster a loving atmosphere and quality program that attracts children and their families.
- C. Participate in ongoing professional education. Be a constant learner in the theology, theory, and practice of ministering to and teaching children.
- D. Develop practical and effective means to partner with parents communicating with them winsomely and with compassion within 24 hours, during the week.
- E. Engage in time management to accomplish your responsibilities and maintain a healthy balance in your life.
- F. Recognize, develop, and integrate a Biblical worldview, values from Calvary's Statement of Faith, goodness, and beauty into all curriculum.
- G. Begin classes on time and use time effectively.
- H. Maintain accurate records that reflect growth, effort, performance and communicate any need for improvement and actively seek support and communicate progress.
- I. Support the school in general and our individual members.
- J. Mentor, encourage, counsel, and pray for your students and their parents.
- K. Lead daily devotions as they are to be an integral part of the day which is in addition to Bible class.
- L. Keep a neat and orderly classroom that conveys learning, beauty, and organization
- M. Be punctual for meetings, duties, and other obligations
- N. Attends meetings and sits on committees as directed by the administration
- O. Faithfully completes reasonable extra duty assignments (Supervision, Advisory/Grade Level/Curriculum Meetings)
- P. Assist in the general supervision of students, care of the campus, and public relations for the school
- Q. Practice active and engaged supervision of students
- R. Enforce the rules, philosophy, and spirit of the school with grace, love, and truth
- S. Develop alternative modes of assessment in order to avoid boredom in students and to maximize engagement in learning for its own good



- T. Openly share knowledge and talents with other teachers
- U. Dress professionally

Other Staff Responsibilities

- A. Participation in church-wide staff chapels, luncheons, training, teacher dedication Sunday, and Light the Night.
- B. Participation in designated training, conferences, retreats, and overnight class trips in addition to your regular schedule.
- C. Participate in other school-wide events such as Back to School Kickoff, Meet the Teacher, Back-to-School Night, Parent/Teacher Conferences, Christmas Program, Vision Night, Family Math, History, or Science Night, Spring Concert, Graduation and CCS Gala.
- D. *Attend PTF Activities*—PTF-sponsored activities include the Pancake Breakfast, Walk-a-Thon, Great Americans Day, Staff Appreciation Week, Ice Cream Social and other community-oriented activities.

Printed Name

Signature

Date

Head of School

Date