



CALVARY CHRISTIAN SCHOOL
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TEACHER JOB DESCRIPTION

POSITION DESCRIPTION

The teacher will prayerfully and skillfully plan, organize and implement an appropriate instructional program in an elementary or secondary learning environment that guides and encourages students to develop and fulfill their academic potential as responsible Christian men and women for the glory of God.

QUALIFICATIONS

- ☐ The teacher will be one who has received Jesus Christ as Savior and Lord.
 - ☐ The teacher will be a member in good standing at a Bible believing church.*
 - ☐ He/she will be a person of spiritual maturity with academic and leadership abilities that will allow him/her to “train up a child in the way he should go.”
 - ☐ The teacher will reflect the purpose of the school, which is to honor Christ in every class, and in every activity.
 - ☐ The teacher will be a college graduate, certified or certifiable, and one who feels called of God to the teaching profession.
 - ☐ The teacher must be in complete agreement with the Doctrinal and Leadership Statement of Calvary Christian School/Calvary Baptist Church.
- *Teachers relocating to the area are to attend CBC.

CONTRACT PERIOD

- ☐ The administration shall extend a contract for one year to be reviewed annually.

RESPONSIBLE TO

- ☐ The teacher shall follow the chain of command as outlined in the Faculty Manual.

RESPONSIBILITIES

- ☐ **Spiritual**
 - The teacher will:
 - Seek to model in attitude, speech, and actions a consistent daily walk with Jesus Christ, demonstrating by example the importance of Scripture memorization, study, prayer, witnessing and unity in Christian fellowship.
 - Follow the Matthew 18 principle in dealing with students, parents, staff, and administration.

- Motivate students to accept God's gift of salvation and grow in their faith.
- Lead students to a realization of their self-worth in Christ.

❑ **Instructional**

➤ The teacher will:

- Recognize the role of parents as primarily responsible before God for their child's education and assist them in the task.
- Teach classes as assigned following prescribed scope and sequence as scheduled by the administrator.
- Plan broadly through the use of semester and quarterly plans and objectives.
- Integrate Biblical principles and the Christian philosophy of education throughout the curriculum.
- Effect student learning through mastery of the subject material by utilizing valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
- 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.
- 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.
- Collaborate with intervention specialist as deemed necessary for student success.
- Plan, through approved channels, the balanced use of field trips, guest speakers, and other media.
- Use homework effectively for drill, review, enrichment, or project work.
- Assess the learning of student on a regular basis and provide progress reports as required.
- Keep proper discipline in the classroom and on the school premises for a good teaching environment.
- Inform the administration if unable to fulfill any duty assigned. Prepare adequate information and materials for a substitute teacher.

❑ **Non-Instructional**

➤ The teacher will:

- Cooperate with administrators in implementing all policies, procedures, and directives governing the operation of the school.
- Notify the administration of any policy he/she is unable to support.
- Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
- Keep students, parents, and the administration adequately informed of progress or deficiencies and gives sufficient notice of failure.
- Maintain a clean, attractive, well-ordered classroom.
- Supervise and support extra-curricular activities, organizations, and outings as assigned or when possible.

❑ **Professional**

➤ The teacher will:

- Utilize educational opportunities and evaluation processes for professional growth.
- Seek the counsel of the administrator, principal, colleagues, and parents while maintaining a teachable attitude.

- Provide input and recommendations for administrative and managerial functions in the school
- Attend and participate in scheduled devotional, in-service, committee and faculty meetings.
- Know the procedures for dealing with issues of an emergency nature.
- Contribute to the general improvement of the school program.
- Refuse to use or circulate confidential information inappropriately.
- Perform any other duties, which may be assigned by the administration.

□ **Personal**

➤ The teacher will:

- 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.
- Develop and maintain a rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
- Respectfully submit and be loyal to constituted authority.
- Maintain a personal appearance that is a role model of cleanliness, modesty, good taste, and in agreement with school policy.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Recognize the need for good public relations. Represent the school in a favorable and professional manner to the constituency and general public.
- Place the teaching ministry ahead of outside or volunteer work.
- Make an effort to appreciate and understand the uniqueness of the community.

EVALUATION

Performance of these responsibilities will be evaluated in accordance with provision of the Executive Committee's policy on Evaluation of Professional Personnel. Details are found in the Faculty Handbook.

I understand the expectations and demands of this position. I believe that I am capable, spiritually, physically, mentally, and socially to meet the before mentioned job description. I accept the fact that there may be other similar responsibilities not specifically mentioned in this job description, but that would also be included in the responsibility of this position.

If I did not understand any part of this job description, I have sought clarification from school personnel and make application fully aware of the involvement required with this position.

Applicant's Signature

Date

Revised: 2/17