

# **CURTIS BAPTIST SCHOOL**

## **TEACHER**

### *Job Description*

**SUPERVISOR:** Principal and Head of School

### **PRIMARY FUNCTION**

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.

### **SPIRITUAL QUALIFICATIONS**

1. Acknowledge Christ as Savior and seek to live life as His disciple.
2. Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God – our standard for faith and practice.
3. Believe and actively support the school's Statement of Faith
4. Demonstrate a desire for spiritual growth as evidenced by his/her prayer life, Bible study, and spiritual outreach to others.
5. Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's Biblical standards for sexual conduct.
6. Evidence the fruit of the Spirit in dealing with people.
7. Share the Christian faith with others.
8. Have a Christ-centered home.
9. Actively participate in a local Bible-believing church.

### **PROFESSIONAL QUALIFICATIONS**

1. Hold a minimum of a Bachelor's Degree from an accredited postsecondary institution.
2. Hold ACSI standard certification or be willing to participate in a program to complete the requirements for ACSI standard certification within two years of employment. All teachers must have a temporary ACSI certification within one month of employment.
3. 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.
4. Possess evidence of other adequate preparation, background, or experience as determined by the school administration.

### **OTHER QUALIFICATIONS**

1. Sign and live by the school's Moral Integrity policy as a condition for employment and continued employment in this ministry.

2. Support the school's mission, vision, and core values.
3. Provide a clear Christian testimony indicating salvation because of Christ.
4. Have the spiritual maturity, academic ability, and personal leadership qualities to "train a child in the way he should go" (Prov. 22:6).
5. Be supportive of the Administration and School Board in word and deed.
6. Demonstrate sensitivity toward staff, parent, volunteers, and children, and an ability to interact effectively with them.
7. Meet everyday stress with emotional stability, objectivity, and optimism.
8. Understand the importance of discernment, discretion, and confidentiality in the operation of the classroom and school.
9. Develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
10. Recognize her/his mistakes and take measures to correct them.
11. Be a team player.
12. Use acceptable English in written and oral communication. Speak with clear articulation.
13. Place his/her school ministry ahead of other jobs or volunteer activities.
14. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.

## **TEACHER RESPONSIBILITIES**

### **Spiritual Leadership**

1. Have a conviction that God has called him/her to Christian school ministry.
2. Reflect the purpose of the school, which is to honor Christ in every class and in every activity.
3. Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
4. Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.
5. 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.
6. Lead students to a realization of their self-worth in Christ.
7. Ensure that the classroom work environment is Christian-based, nurturing, wholesome, and loving.
8. Work with the administration and staff to address the spiritual formation needs of the students.
9. Carry out Christ-centered counseling with students and staff.

### **Academic Leadership**

1. 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.
2. Have knowledge of the school's curriculum, standards, and mission.

3. Integrate Biblical principles and the Christian worldview throughout the curriculum and activities.
4. Teach classes as assigned following the prescribed scope and sequence as scheduled by the approved curriculum and the administration.
5. Ensure that his/her school classroom reflects a professional and Christian environment.
6. Have knowledge of the physical/emotional development of children—particularly at the age level of the children being taught—and understand the problems they face.
7. Plan broadly through the use of semester and quarterly plans and objectives, and more currently through updating the curriculum guides frequently so that at the end of each school year an updated and revised curriculum guide will be submitted upon check-out for each class taught by the teacher.
8. 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.
9. Employ a variety of instructional aides, methods, and materials that will provide for creative teaching to reach the whole child—spiritual, mental, physical, social, and emotional.
10. Plan through approved channels the use of field trips, guest speakers, and other media for a balanced classroom.
11. Use homework effectively for drill, review, enrichment, or project work.
12. Regularly assess the learning of students, and provide progress reports as required.
13. Respond in a timely manner (within 24 hours) to parent complaints and to parent requests for help or information.
14. Participate in formal and informal parent/teacher conferences.
15. Participate in continuous professional development through professional reading, college course work, in-services, workshops, and conferences.

#### Administrative Leadership

1. Have the ability to accomplish the goals and objectives assigned by the school administration and school policy.
2. Understand supervision and how to lead in a positive manner.
3. Provide a good learning environment by keeping proper discipline in the classroom, the gym, and other places on the school premises.
4. Meet regularly with other staff members to ensure coordination of programs and prompt problem resolution.
5. Maintain a physical presence with the students by attending and, when possible, participating in school chapels, assemblies, athletic events, and other presentations.
6. Arrange for substitute teachers when needed, and assist them in successfully carrying out their responsibilities.
7. Participate in pre-planning, post-planning, staff devotionals, staff meetings, and parent/teacher fellowship meetings.
8. Respect professional ethics that require confidentiality concerning the sharing of information about children, parents, or staff.
9. Keep students, parents, and the administration informed of student progress or deficiencies and give sufficient notice of student failure.

10. Know the procedures for dealing with emergency situations in the classroom and school.
11. Report to the appropriate individuals any campus safety, health, and maintenance needs that are observed.
12. Inform the administration in a timely manner if unable to fulfill any unassigned duty.
13. Deal directly and frankly with the school administration in an earnest effort to resolve differences of opinion when they exist.

## **OTHER RESPONSIBILITIES**

1. 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.
2. Participate in the school's development programs and activities in areas of constituency relations, fundraising, and student recruitment and retention.
3. Supervise extra-curricular activities, organizations, and outings as assigned.
4. Support the broader program of the school by attending extra-curricular activities when possible.
5. Maintain a clean, attractive, and well-ordered classroom.
6. Perform any other duties as assigned by the administration.

## **EVALUATION**

Performance will be evaluated annually in accordance with provisions of the Board's policy on evaluations.