

High School Teacher

Reports To: High School Principal
Classification: Full Time Exempt

Division: High School
Department: Faculty

JOB SUMMARY

The teacher is the key to an effective and successful school. As a model learner, adult friend, disciplinarian and a Christian, the High School Teacher of Southlands Christian Schools will teach one or more academic, vocational, and/or technical subjects to high school students in order to develop spiritual, academic, and social skills.

DUTIES & RESPONSIBILITIES:

1. Each teacher should model a Christian walk. No subject content is more important than an application of Christian principles or the development of Christian relationships or character. Modeling is the ultimate importance of Christianity and its applicability to every situation. The teacher will apply the Word of God as the final authority and basis of problem resolution.
2. Teachers should be committed to personal prayer and to regular participation in school prayer time.
3. Plans and develops course of study suitable for a particular grade level following curriculum guidelines of school and state requirements.
4. Develops and presents specific lesson plans, using a variety of means, including lectures, projects, group discussions, exhibits, field trips, audiovisual and library resources, computers, and the Internet.
5. Prepares assignments and tests for in-school preparation and homework. Monitors, assists, corrects, and grades student performances.
6. Conducts standardized tests in accordance with school policies and state law.
7. Maintains order in classroom, and, in conjunction with administrative staff, administers discipline when necessary to achieve proper behavior. May prescribe extra assignments or detention in cases of student misconduct.
8. May be required to share, with other teachers and aides, lunchroom duties and responsibilities for monitoring halls and lunch periods.
9. Counsels students when academic difficulties or behavioral problems arise.
10. Keeps records of academic performance, attendance, and social acclimation. Reports on all aspects of student development for school records and parents; conducts parent-teacher conferences on both a regularly scheduled and as-needed basis.
11. Consults with other professionals where there appears to be evidence of learning disabilities or problems of social adjustment. Coordinates decisions with parents concerning any specialized intervention that appears warranted. Reports cases of suspected child abuse according to state law.
12. Works with guidance counselor in helping student to select course of study or college.
13. Recommends promotion and/or placement of students in appropriate classroom situation for ensuing year.
14. Performs related duties, such as sponsoring a student organization or activity.
15. Participates in faculty meetings, educational conferences, professional training seminars, and workshops.
16. All other duties as assigned.

ADDITIONAL DIMENSIONS:

1. Teachers should arrive on time and stay until relieved or students have departed. Students should never be left alone without an attending adult. Volunteers are not to be considered as adequate in this regard unless assigned by the administration. Appropriate personal behavior, attire and promptness on the part of the teacher does much to encourage the same from students. Teachers should personally model and teach promptness, responsibility as well as other positive work habits.
2. Teachers should be informed concerning and be positively supportive of school policies and practices. Teachers are responsible to familiarize themselves with the parent/student handbook and the employee handbook. Differences, if any, should be discussed in an appropriate format and be conducive to resolution and harmony. Teachers will be informed of and read each year the School Policy Manual and be aware of any changes/updates.
3. Teachers will abide by all safety guidelines as described in the school safety program and report any hazards to the school Safety Coordinator.

*The preceding functions have been provided examples of the types of work performed by employees assigned to this job classification. Management reserves the right to add, modify, change or rescind work assignments and to make reasonable accommodations as needed. **This position is classified as exempt, meaning more than 50 percent of the employee's time is spent performing exempt job duties consistent with this job description. If the employee finds that actual job duties change from those described here so that the employee is not performing exempt duties more than 50 percent of the time, the employee must immediately inform management.***

QUALIFICATIONS:

1. Single Subject Teaching Credential
2. Willingness to continue professional courses as required according to ACSI guidelines.
3. Desire to work with secondary school-aged children; specialized training for dealing with that age group is a definite asset.
4. Excellent computer skills. Proficient in Microsoft software and other LMS software a plus.
5. TB Clearance within last four years.
6. Criminal Justice Fingerprint clearance.
7. Immigration Reform and Control Act of 1986: An Eligibility Verification Form (I-9) will be required along with the supporting documents listed on the I-9 form.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Have a thorough knowledge and understanding of the philosophy and objectives of the school.
2. Maintains a cooperative relationship with the Administrative Team.
3. Maintain the school so that it meets or exceeds all state and federal employment laws and regulations that apply to religious schools and their employees.
4. Keep the board informed on the issues, needs, and operation of the school system at all levels.
5. Seek and accept constructive evaluation of his/her own job performance.
6. Is a positive leader to the school and staff and seeks to establish a positive rapport and communication with each staff members, prospective families, guardians, and agents.
7. Respect professional ethics that require confidentiality concerning the sharing of information about students, parents or staff.
8. Must possess excellent oral and written communication skills, the ability to organize and prioritize work flow, organizational skills to meet deadlines and work independently.

9. Thorough knowledge of office practices, procedures and equipment.
10. Excellent computer skills. Proficient in Microsoft software and other LMS software a plus.
11. Some knowledge of departmental functions and organization.
12. Skill in composition, setting up and typing accurately and with reasonable speed, a variety of correspondence, reports and other materials.
13. Ability to create and maintain relationships and demonstrate an ability to work effectively with administrators, faculty, staff and students.

SPIRITUAL QUALITIES & PERSONAL CHARACTERISTICS:

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. Must be of excellent moral character.
4. Believe and actively support the school’s Statement of Faith.
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. Sign and live by the school’s lifestyle statement as a condition for employment and continued employment in this ministry.
7. Have the spiritual maturity, academic ability, and personal leadership qualities to “train a child in the way he should go.” (Prov. 22:6, NIV)
8. Be an enthusiastic visionary, an encourager, and a self-starter with a high energy level.
9. Well-developed interpersonal skills and team player. The teacher recognizes that a school is one total school rather than a collection of individual classrooms. Each teacher contributes toward a successful whole. Therefore, each teacher should relate in warm and supportive ways with other staff members. Problems should be resolved through exercise principles described in Matthew 18.
10. Strong analytical, numerical and reasoning abilities.
11. Advocates team concept.
12. Well-developed interpersonal skills. Ability to get along with diverse personalities with tact, maturity and flexibility.
13. Ability to establish credibility and be decisive – but able to recognize and support the school’s preferences and priorities.

PHYSICAL DEMANDS:

Sitting (40%), standing (30%), walking (20%), lifting (5%), climbing (1%), stooping (1%), bending (2%), squatting (1%). Must be able to lift 5 pounds.

WORK ENVIRONMENT:

Moderate noise levels commensurate to office environment; possible noise and shaking from gym use; possible food related odors/smells from teacher’s lounge.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The re ✓ _____
above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee Certification of Job Description

I hereby acknowledge that I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the job duties and performance expectations. I understand that Southlands Christian Schools may revise the job description from time to time in the future in its discretion. I understand and agree that nothing in this job description should be construed as a contract of employment, and that employment with this Southlands Christian Schools is at-will, meaning that the terms of employment may be changed with or without notice, with or without cause, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties and location of work. If you are an employee who has entered into a written employment agreement signed by both you and the Superintendent of Schools, the guidelines, procedures, and benefits discussed in this job description and in the Employee Handbook are not applicable to you to the extent where they are inconsistent with your written employment agreement. However, to the extent the terms and benefits of your employment are not covered by a written employment agreement, the terms and conditions set forth in this job description and the Employee Handbook, and as amended from time to time, will control.

Employee Signature

Date