



# TEACHER JOB DESCRIPTION

**Job Title:** Teacher

**Division/Department:** Faculty & Staff

**Reports to:** School Administrator

**Full-time (Salaried)**

**Part-time**

**Exempt**

**Non-Exempt**

## **Spiritual Qualifications:**

Spiritual maturity is necessary for all staff that works with our youth. It is expected that the following spiritual characteristics will be true in a WCS staff member:

- Must be a “born-again” Christian who knows the Lord Jesus Christ as Savior (John 3:3, 1 Peter 1:23).
- Accept, without reservation, and actively support the Wayside Christian School's Statement of Faith.
- Agrees with Wayside Christian School's mission statement and will work towards fulfilling that mission to the best of his/her ability.
- Affirms the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God, our standard for faith and practice.
- Maintains faithful attendance at a local church whose fundamental beliefs and practices are in agreement with the Wayside Christian School and Wayside Chapel Statement of Faith (Hebrews 10:25).
- Models a consistent daily walk with Jesus Christ in speech, actions, and attitudes. This includes being committed to God's biblical standards for sexual conduct. (Luke 6:40)
- Sets an example of the importance of prayer, Scripture memorization and study, witnessing, and unity in Christian fellowship.
- Possess a conviction of God's calling to the Christian school ministry.
- Follows Matthew 18 principle in dealing with students, parents, administration, and staff.

## **Personal Qualifications:**

- Sign and live by the School's Lifestyle Statement as a condition for employment and continued employment in this ministry.
- Have the spiritual maturity, academic ability, and personal leadership qualities to “train up a child in the way he should go.”
- Demonstrate a sensitivity and ability to interact effectively with staff, parents, volunteers, and children.
- Meet everyday stress with emotional stability, objectivity, and optimism.

- Understand the importance of discernment, discretion, and confidentiality in the operation of the classroom and school.
- Develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
- Defend principles and convictions in the face of pressure and partisan influence.
- Recognize his/her own mistakes and take measures to correct them.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to constituted authority.
- Seek to appreciate and understand the uniqueness of the community.
- Place his/her school ministry ahead of other jobs or volunteer activities.
- Recognizes the need for good public relations; represents the school in a favorable and professional manner to its constituency and the general public.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.

**Professional Qualifications:**

- Hold a bachelor's degree from an accredited postsecondary institution.
- Hold AACSB certification or is willing to participate in a program to complete the requirements for certification within a specified time period.
- Demonstrate a reasonable level of computer literacy. Basic proficiency is needed in word processing, e-mailing, and accessing the Internet.

**Duties and Responsibilities:**

***Instructional:***

- Effectively integrates biblical principles and the Christian philosophy of education throughout the curriculum.
- Demonstrates mastery of the subject matter or grade level.
- Uses valid and current teaching techniques to achieve curriculum goals and promote student learning.
- Teaches classes as assigned and scheduled by the administrator.
- Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his or her best work.
- Prepares and submits lesson plans as required by the school administrator.
- Employs a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child—spiritual, intellectual, physical, social, emotional.
- Plans, through approved channels, the balanced use of field trips, guest lecturers, and other media.
- Uses homework effectively for drill, review, enrichment, or project work.
- Assesses the learning of students on a regular basis and provides progress reports as required.
- Keeps proper discipline in the classroom and on the school premises for a good teaching environment.

***Non-Instructional & Professional***

- Cooperates with the administration in implementing all policies, procedures, and directives governing the operation of the school.

- Maintains regular and accurate attendance and grade records to meet the demand for a comprehensive knowledge of each student's progress.
- Keeps students, parents, and the administration adequately informed of deficiencies and gives sufficient notice of failure.
- Maintains a clean, attractive, well-ordered classroom.
- Accepts a share of responsibility for extracurricular activities as assigned.
- Utilizes educational opportunities and evaluation processes for professional growth.
- Seeks the counsel of the administrator, colleagues, and parents, and is teachable.
- Provides input and recommendations for administrative and managerial functions in the school.
- Attends and participates in scheduled devotional, committee, faculty, and parent meetings.
- Demonstrates knowledge of procedures for dealing with emergencies.
- Contributes to the general improvement of the school program.

## Physical Requirements

<b>Working Environment</b>	<b>Rarely</b>	<b>Occasional</b>	<b>Frequent</b>	<b>Daily</b>
<b><i>Outdoor Duty</i></b>				
Cold (50 deg. F or lower)		X		
Heat (90 deg. F or higher)		X		
Chemicals/Solvents		X		
Noise		X		
High Stress			X	
Interruptions		X		
Overtime Necessary			X	
Climbing Stairs		X		
Crawling	X			
Standing/Sitting/Walking/Bending				X
Running	X			
Kneeling		X		
Reaching over Shoulder			X	
Pushing/Pulling	X			
<b><i>Lifting/Lowering/Carrying</i></b>				
Up to 20 lbs.			X	
Up to 50 lbs.	X			
More than 50 lbs.	X			
Telephone			X	
Fax/Copier			X	
Computer/Printer				X
AV Equipment			X	
<b><i>Other</i></b>				
On Time Arrival				X
Summon Emergency Help	X			
Apply CPR/First Aid	X			
Lead field trips		X		
Communicate Data				X
Prepare Reports			X	
Driving		X		

*Having read the job description for this position. Is there any reason why you might be unable to perform the duties and responsibilities of the position you are applying for? \_\_\_\_\_ Yes \_\_\_\_\_ No (If yes, please explain)*

*If you answered "yes" to above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position?*

*Do you have any personal responsibilities or other commitments that may prevent you from meeting this position's requirements? \_\_\_\_\_ Yes \_\_\_\_\_ No (If yes, please explain)*

*This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.*

*My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.*

**Print Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_