



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 AACCS 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

| Working Environment | Rarely | Occasional | Frequent | Daily |
|----------------------------------|--------|------------|----------|-------|
| Outdoor Duty | | | | |
| 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 | | | |
| Lifting/Lowering/Carrying | | | | |
| 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 | |
| Other | | | | |
| 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 | | |