

## Grammar School Teacher

**General Description:** The teacher shall prayerfully help students learn attitudes, skills, and subject matter that will prepare them to be productive, capable members of society and faithful servants of our Lord and Savior, Jesus Christ.

**Qualifications:** The teacher shall be one who has received Jesus Christ as Savior and Lord. The teacher shall be spiritually mature and possess the necessary academic and leadership qualities to "train up a child in the way he should go". The teacher shall embrace the purpose of the school which is to graduate young men and women whose minds and hearts have been trained to love that which is worth loving.

The teacher shall be a college graduate and one who feels called of God to the teaching profession. A valid teaching certificate may be preferred but not required. Other qualifications may be added by the Board as deemed appropriate.

**Contracted by:** School board for one year (9 month school year)

**Responsible to:** Headmaster

**Supervises:** Students, aides, and volunteers

**Responsibilities:**

**Spiritual** The teacher shall:

1. Seek to role model in attitude, speech, and actions a consistent daily walk with Jesus Christ.
2. Follow Jesus' example in Matthew 5 and 18 in dealing with students, parents, staff, and administration.
3. Lead students to a realization of their self-worth in Christ and motivate them to accept God's gift of salvation and to grow in their faith.

**Instructional** The teacher shall:

1. Recognize that God holds parents primarily responsible for their child's education and assist parents in this task.
2. Teach classes as assigned following any and all provided scope and sequence.
3. Embrace the classical and Christian methodology of education and seek to grow in the understanding and execution of its historically rich and beneficial pedagogy.
4. Prepare for classes through the use of semester and quarterly plans and objectives, and through the development of daily lesson plans.

5. Assess the learning of students on a regular basis and provide progress reports as required.

6. Foster a culture of joyful discipline, built upon the foundation of grace in the classroom and on the school premises.

**Non-instructional** The teacher shall:

1. Cooperate with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school.

2. Maintain regular and accurate attendance and grade records for each student.

3. Keep students and parents informed of progress or deficiencies.

4. Maintain a clean, aesthetically beautiful, and well-ordered classroom.

5. Supervise co-curricular and extracurricular activities as assigned.

**Professional** The teacher shall:

1. Utilize educational opportunities and evaluation processes for professional growth.

2. Seek the counsel of colleagues or parents while maintaining a teachable attitude.

3. Attend and participate in scheduled staff meetings, professional development days, and off-site educational trainings when made available.

**Personal** The teacher shall:

1. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.

2. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.

3. Respectfully submit and be loyal to the Board.

4. Maintain a personal appearance that is a role model of cleanliness, modesty, good taste, and is in agreement with school policy.

5. Represent the school in a favorable and professional manner to its constituency and the general public.

6. Place the teaching ministry ahead of outside or volunteer work.

**Evaluation** Performance of these responsibilities will be evaluated in accordance with Board policies.

