



## **JOB DESCRIPTION**

### **Position: Elementary Teacher (Full-Time 10 months)**

**Overview:** Beth Haven Christian School is looking for a full-time Elementary Teacher. The certified/qualified individual must be an Evangelical Christian committed to living a biblical lifestyle. He/she is expected to demonstrate patience, humility, integrity, and kindness while performing his/her day-to-day teaching duties. The teacher will plan and teach the school assigned curriculum using best teacher practices and Christian values. The teacher will be responsible to create a positive Christian culture in and outside the classroom setting that strives to glorify Jesus Christ. The classroom teacher will attend professional development trainings, must communicate well with parents, manage and communicate effectively student progress in a timely manner which is thoroughly Christian and academically exceptional.

**Reports To:** Principal

#### **Essential Functions of the Position:**

- Teaches regularly scheduled classes as assigned by the Principal.
- Prepares a positive and effective class environment that supports learning.
- Plans and executes appropriate lessons.
- Adheres to the guidelines defined by the employee and family handbook.
- Uses researched-based instructional strategies.
- Maintains proper student behavior.
- Maintains appropriate records.
- Supervises students both in and out of class and at student activities.
- Maintains awareness of each student's academic, social, and spiritual development.
- Communicates well to parents with both poor and exemplary behavior of students.
- Models an exemplary Christian lifestyle.

#### **Qualifications:**

- Confesses belief in Jesus Christ as personal savior and Lord.
- Regularly attends as a member and serves in an evangelical church.
- Age 21 or older
- Character reflective of a follower of Christ
- Holds a Bachelor's degree (minimum) in education from an accredited college or university.
- Holds a state teaching certificate or AACCS certification.

### **Typical Duties and Responsibilities:**

- Fosters Bible literacy and spiritual formation in students.
- Bases all teaching, activities, and programs on the principles taught through the inspired word of God as contained in the Bible. Connects Biblical principles to subject matter concepts.
- Translates BHCS student outcomes into specific objectives for lessons suitable to the age level and developmental needs of the students.
- Effectively plans learning experiences that help each student achieve curricular
  - objectives:
- Uses grade level standards and/or school course descriptions in setting long-range objectives and in writing lesson plans.
- Adjusts lesson plans to students' needs.
- Corrects and returns assignments in a timely manner.
- Maintains on-going records of student progress which are used in instructional planning.
- Uses testing and program evaluation data from previous year to improve the instructional program.
- Organizes content into a sequential development of skills.
- Uses effective teaching methods and techniques:
- Uses class time well with activities that engage student learning and have a clear purpose.
- Teaches to specific objectives and makes learning objectives clear to students.
- Uses the effective lesson model including as appropriate introduction, direct instruction, guided practice, and independent practice.
- Monitors student understanding and adjusts instruction appropriately.
- Encourages active student participation in each lesson.
- Provides students with appropriate feedback.
- Assigns appropriate practice activities and homework assignments related to the stated objective.
- Makes effective use of classroom time:
- Arrives at least a half-hour before class to set up and makes arrangements in advance for materials and equipment.
- Starts promptly.
- Organizes routines to maximize instructional time.
- Maximizes time students spend actively engaged in academic tasks of appropriate difficulty.
- Implements an appropriate balance of time devoted to direct instruction versus assigned activities.
- Maintains accurate, complete, and correct records.
- Selects the means of assessment to measure students' learning.
- Administers group-standardized tests to students in accordance with the schools testing program.
- Motivates students and establishes a climate of love and care that defines responsible Christian behavior for students following the schools guidelines, standards and policies.
- Keeps current in methods of teaching and the subject area standards.
- Works constructively with colleagues and administration.
- Performs student supervision before, during or after school duty as assigned by the administration.

- Attend and participate in scheduled departmental meetings, general faculty meetings, retreats, and PD meetings.
- Communicates regularly with the parents about their child's progress and needs.
- Take advantage of those opportunities that will improve professional development by continuing to read professional materials, take additional college courses appropriate to the job, and attending appropriate workshops and conferences as available.
- Other related duties as assigned by the supervisor.

This job description is representative of the type of duties of the job and in no manner states or implies that all of the duties and responsibilities that are to be performed are listed.