

CHRISTIAN TEACHER JOB DESCRIPTION

POSITION: Christian Teacher

RELATIONSHIPS: Calvary Baptist Day School teachers report to the designated principal and maintain a collegial relationship with other Calvary Baptist Day School teachers

GENERAL DESCRIPTION: The teacher will prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christian men and women to the praise and glory of God.

GENERAL QUALIFICATIONS:

The teacher will have made a profession of Jesus Christ as Savior and Lord. The employee will faithfully attend and financially support a local church whose beliefs are in agreement with the Statement of Faith of Calvary Baptist Day School. The staff member will be a person of spiritual maturity with academic and leadership abilities that will allow them to “train up a child in the way he should go.” They will reflect the purpose of the school which is to honor Christ in every class and in every activity. The teacher shall be a college graduate, certified or certifiable, and one who feels called of God to the teaching profession. Other qualifications may be added by the Day School Committee as deemed appropriate.

DUTIES AND RESPONSIBILITIES:

I. Spiritual - The teacher shall:

- A. Seek to be a role model in attitude, speech and actions a consistent daily walk with Jesus Christ.
- B. Show by example the importance of Scripture memorization and study, prayer, witnessing, and unity in Christian fellowship.
- C. Follow the Matthew 18 principle in dealing with students, parents, staff, and administration.
- D. Motivate students to accept God's gift of salvation and grow in their faith.
- E. Lead students to a realization of their self-worth in Christ.

II. General Guidelines for Calvary Baptist Day School Teachers

- A. The teacher will integrate Biblical principles and the Christian philosophy of education throughout the curriculum.
- B. The teachers are responsible for the planning, execution and follow-up materials and activities, according to the particular grade level curriculum on which they will be working.
- C. The teacher will plan broadly through the use of semester and quarterly plans and objectives.

- D. The teacher is to strive to keep communications open with parents, keeping parents informed about the child's progress as well as the classroom's extracurricular activities.
- E. The teacher is responsible for discipline, orderliness, scheduling in the classroom, lunchroom, halls, bathrooms, and playground activities.
- F. The teacher is to meet periodically with the principal and other teachers to discuss problems and make plans for the enrichment of the basic program.
- G. The teacher must present a positive attitude toward the parents, the school, and fellow teachers.
- H. The teacher is to work with the principals and Head of School in planning and attending P.T.F. meetings and other parent education activities.
- I. The teacher is to begin work according to the approved school calendar in advance of the opening of school and is expected to work after the close of school after the spring semester according to the approved school calendar.
- J. The relationship between the teacher and student is vital to the education of the child. Therefore, the teacher is responsible to honor this contract with the exception of a personal emergency or extenuating circumstance.
- K. The teacher will cooperate with the Day School Committee and administration in implementing policies, procedures, and directives governing the operation of the school.
- L. The teacher, if unable to support any policy of Calvary Baptist Day School, will notify the School Administrator.
- M. It is expected that each teacher will endeavor to broaden the knowledge in the educational field by attending workshops and taking advantage of other opportunities to increase the teacher's effectiveness in the classroom.
- N. It is expected that the teacher will endeavor to maintain a Godly life in public and private, thereby providing a Christian role model for children and parents.
- O. Teachers may be assigned additional duties.

III. Specific Responsibilities:

- A. The teacher is to arrive at school and begin executing daily plans by 7:45 a.m. each morning and remain until 3:45 p.m. (Part-time teachers must adhere to their specified hours as agreed with the principal.)
- B. The teacher is to maintain an accurate record of daily attendance, money for field trips, and other appropriate activities.
- C. The teacher is to keep receipts for money spent and give these to the appropriate day school secretary for reimbursement when pre-approved by the principal.
- D. Lesson plans will be written at least one week in advance and turned in to the principal weekly.
- E. The teacher will take inventory of supplies periodically, determine needed items in advance, and then to give the list to the appropriate secretary for purchasing.
- F. The teacher is to record current grades.
- G. The teacher will use homework effectively for drill, review, enrichment or project work.

- H. The teacher will keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure of students under supervision.
- I. The teacher is to maintain a neat, orderly classroom so that the students will learn to care for and respect personal and school property.
- J. The teacher is to meet periodically with the principal and other teachers to plan field trips and other enrichment activities.
- K. When illness occurs the teacher is to contact the appropriate administrative assistant as soon as possible with the name of the substitute for the class. The location of prepared lesson plans and substitute packet must be related at this time.
- L. The teacher is expected to maintain discipline and orderliness at lunch, in the classroom, hallways, bathrooms and playground.
- M. The teacher is to assist the students as they are picked up after school.
- N. The teacher is expected to maintain a neat, personal appearance, thereby setting a good example for the students and parents.
- O. It is expected that teachers refrain from gossiping about students, parents, fellow teachers, and will apply biblical principles in solving problems in these areas.
- P. The teacher will be zealous to protect individual rights and be sensitive to individual needs. The teachers are in a position to receive confidential information and must handle that information responsibly and confidentially.

