

Teacher Job Description – Essential Functions

The teacher shall:

1. Have received Jesus Christ as his/her personal Savior.
2. Believe that the Bible is God's Word and standard for faith and daily living, conveying absolute truth and being the final authority on all matters.
3. Be a **Christian role model** in attitude, speech, and actions toward others, both in the classroom and in their personal life. This includes being committed to God's biblical standards for sexual conduct as stated in PCS Sexual Orientation Statement and Sanctity of Marriage statement (Luke 6:40, 1 Corinthians 6:9-20, 1 Timothy 4:12, Romans 1:21-27, Genesis 1:27-28, Genesis 2:15-24, Leviticus 18:22, Leviticus 20:13, Matthew 19:4-6; 1 Corinthians 7:14)
4. Be a member in good standing at a local, evangelical church which has a Statement of Faith in agreement with the Providence Christian School's Statement of Faith.
5. Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
6. Be in whole-hearted agreement and support of the PCS Statement of Faith and classical Christian philosophy of education.
7. Be in whole-hearted agreement and support of the Declaration and Agreement to Ethical and Moral Integrity Policy statements.
8. Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."
9. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
10. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
11. Meet everyday stress with emotional stability, objectivity, and optimism.
12. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy.
13. Respectfully submit and be loyal to constituted authority.
14. Notify the administration of any policy he/she is unable to support.
15. Refuse to use or circulate confidential information inappropriately.
16. Place his/her teaching ministry ahead of other jobs or volunteer activities.
17. Make an effort to appreciate and understand the uniqueness of the community.

The teacher shall perform these essential functions:

1. Reflect the purpose of the school which is to honor Christ in every class and in every activity.
2. Motivate students to accept God's gift of salvation and help them grow in their faith.
3. Relate to students by loving them with the love of Christ, encouraging them to begin and/or develop a relationship with God through Christ, and challenging them to love God with all their heart, mind, soul, and strength.
4. Manage the class by setting clear expectations of behavior, establishing reasonable routines and promoting self-discipline based on Biblical principles.
5. Teach students in a challenging, enthusiastic, and age-appropriate manner using the classical Christian model and *The Seven Laws of Teaching*.

6. Lead students to a realization of their self-worth in Christ.
7. Cooperate with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
8. Teach classes as assigned following prescribed scope and sequence as scheduled by the Principal.
9. Integrate biblical principles and the Christian philosophy of education throughout the curriculum and activities.
10. Keep proper discipline in the classroom and on the school premises for a good learning environment.
11. Use acceptable English in written and oral communication. Speak with clear articulation.
12. Maintain a clean, attractive, well-ordered classroom.
13. Plan broadly through the use of the school's curriculum guide, scope and sequence, and lesson plans, utilizing the *Seven Laws of Teaching*.
14. Plan a program of study, challenging each student to do his/her best work.
15. Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
16. Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, social, and emotional.
17. Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media.
18. Use homework effectively for drill, review, enrichment, or project work.
19. Assess the learning of students on a regular basis and provide school-approved methods of communication as required.
20. Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
21. Keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.
22. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
23. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
24. Follow the Matthew 18 principle in dealing with students, parents, staff, and administration.
25. Seek the counsel of the Principal, colleagues, and parents while maintaining a teachable attitude.
26. Attend and participate in scheduled devotional, in-service, retreats, book study, assembly/exordium, house, committee, faculty, community, and Parent Teacher Fellowship meetings.
27. Know the procedures for dealing with issues of an emergency nature.
28. Prepare adequate information and materials for a substitute teacher.
29. Inform the Principal in a timely manner if unable to fulfill any duty assigned.

The teacher shall perform these supplemental functions:

1. Supervise co-curricular activities, organizations, and outings as assigned.
2. Utilize educational opportunities and evaluation processes for professional growth.
3. Provide input and constructive recommendations for administrative and managerial functions in the school.
4. Support the broader program of the school by attending co-curricular activities when possible.
5. Perform any other duties which may be assigned by the administration.