

# TEACHER JOB DESCRIPTION

**POSITION TITLE:** Full-time Teacher, Grades PK-12

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

**QUALIFICATIONS:** The teacher shall be one who has received Jesus Christ as Savior and Lord. The teacher shall be a member in good standing of an evangelical church and shall lead a mature Christian life. He shall be a person with spiritual, academic and leadership abilities that will allow him to "train up a child in the way he should go." The teacher shall reflect the purpose of the school to honor Christ in every class and in every activity.

The teacher shall be a college graduate, certified by ACSI (or working toward certification), and one who feels called of God to the teaching profession. Other qualifications may be added by the Board and Administration as deemed appropriate.

**RESPONSIBLE TO:** Administrator

**SUPERVISES:** Student teachers, aides, volunteers, and students

The teacher is responsible for these four major areas, or domains, of the teaching process:  
1) **Non-Instructional**; 2) **Personal**. 3) **Instructional Effectiveness**; 4) **Spiritual Emphasis**.

## ***Non-Instructional***

In this domain, the teacher is expected to **manage his classroom** effectively. Specifically, the teacher is expected to:

*Be in the classroom well in advance of the students and be prepared to greet them as they arrive.*

*Have materials prepared and organized before the students arrive.*

*Secure the attention of the students as soon as the bell rings.*

*Check attendance quickly without detraction or delay.*

*Have an appropriate seating arrangement for the students.*

*Have procedures and routines established.*

*Begin the lesson promptly.*

*Use instructional time wisely.*

*Maintain appropriate pace of the lesson.*

*Keep students engaged.*

*Specify expectations for student behavior and enforce the school rules consistently.*

## ***Personal***

In this domain, the teacher is expected to set high standards of **personal integrity** and establish a **classroom environment** where every student knows he is loved and accepted. Specifically, the teacher is expected to:

*Exhibit the health and energy necessary to meet the everyday stress of teaching with emotional stability, objectivity, and optimism.*

*Exercise friendliness and consideration, treating each student impartially.*

*Maintain a personal appearance that is a role model of cleanliness, modesty, and good taste.*

*Demonstrate daily an appreciation for the uniqueness of each student and a genuine desire to find new ways to help each one grow intellectually and spiritually.*

## ***Instructional Effectiveness***

In this domain, the teacher is expected to have a **command of the subject matter, present information in a cohesive and stimulating manner, facilitate activities** toward the achievement of meaningful tasks, and **interact with students to challenge them** to higher levels of learning. Specifically, the teacher is expected to:

*Prepare well for each class.*

*Plan broadly through the use of semester and yearly objectives.*

*Prepare and submit weekly lesson plans for the administrator's review.*

*Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his best work.*

*Teach classes as assigned, following the prescribed scope and sequence.*

*Demonstrate mastery of the subject material through lecturing, leading discussion, and planning activities that help the students gain insight into the topic that they would not have discovered on their own.*

*Utilize a variety of teaching methods and materials to stimulate learning.*

*Plan activities that actively involved all students in the lesson.*

*Clearly communicate the learning expectations for the lesson.*

*Give clear directions so that every student can successfully complete learning tasks.*

*Use questioning and other techniques effectively to survey the degree to which all students are understanding and attending to the lesson.*

*Give students corrective feedback so they can learn from their mistakes.*

*Employ logical components of a lesson cycle, such as an introduction, warm-up, lecture, guided practice, group discussion, demonstration, partner work, independent practice, summary, and extension activities.*

*Present information clearly and with sufficient detail, clearly defining terms, explaining new concepts, and emphasizing rules, principles, and axioms.*

*Help students distinguish more critical information and place greater importance upon it.*

*Model the use of correct grammar and accurate language, both orally and in writing.*

## ***Spiritual Emphasis***

In this domain, the teacher is expected to set the **spiritual tone** for the classroom. Specifically, the teacher is expected to:

*Seek to model in speech, attitude, and actions, a consistent daily walk with Jesus Christ.*

*Set an example of the importance of prayer, scripture memorization and study, and unity in Christian fellowship.*

*Integrate Biblical principles and the Christian philosophy of education into his teaching through references to scripture and biblical examples.*

*Follow the Matthew 18 principle in dealing with students.*

*Carefully use words that are edifying and uplifting.*

*Lead students to a realization of their self-worth in Christ.*

*Pray regularly for his students and their families.*

While this list of criteria is not exhaustive, it should give you some insight as to the key responsibilities and expectations of you as a teacher. The board and administration pray for you often as we know that God has called you to do His work as a teacher at Citadel Christian School.