

Tree of Life Christian Schools

TEACHER JOB DESCRIPTION

Goal: To educate students in God's Truth through the teaching of assigned subject matter and disciple them in Christ by training them in Christ-like conduct.

Contracted by: School board with recommendation of superintendent

Accountable to: Supervising principal and superintendent

Supervises: May supervise volunteers, student teachers, or classroom aides.

Evaluation: Annually by supervising principal

Type of Position: Professional/Exempt/Salaried

1. Spiritual Leadership

- 1.1 Models a consistent daily walk with Jesus Christ in speech, actions, and attitudes.
- 1.2 Sets an example of spiritual discipline and unity in the body of Christ.
- 1.3 Follows the Matthew 18 Principle in resolving conflict with students, parents, administration, and staff.
- 1.4 Integrates Biblical principles and the Christian philosophy of education throughout the curriculum.
- 1.5 Meets everyday stress with emotional stability, objectivity, and optimism by resting in Christ's sovereignty.
- 1.6 Emphasizes to students the reality of their self-worth in Christ.
- 1.7 Recognizes role in discipling students through daily interactions.
- 1.8 Represents the school in a favorable and professional manner to the constituency and general public.
- 1.9 Demonstrates personal joy in and a sense of calling to teaching.

2. Professional Leadership

- 2.1 Cooperates with the administration in implementing all policies, procedures, and directives governing the operation of the school.
- 2.2 Utilizes educational opportunities and evaluation processes for engaging in continuous, purposeful professional development.
- 2.3 Fosters good parent relationships, including praise contacts, Edline (MS/HS), and a weekly letter (elementary levels).
- 2.4 Attends and participates in scheduled devotional, committee, faculty, and departmental meetings.
- 2.5 Receives instruction and correction as helpful for professional growth.
- 2.6 Maintains a personal appearance that is a role model of cleanliness, modesty, and good taste.
- 2.7 Performs duties as assigned by the administration.
- 2.8 Collaborates with and encourages fellow staff members.
- 2.9 Obtains and maintains ACSI certification and an Ohio non-tax certificate.

3. Planning and Preparation

- 3.1 Prepares and submits weekly lesson plans according to the course scope and sequence.
- 3.2 Utilizes school resources (library, technology, academic support) to achieve curriculum goals and affect student learning.
- 3.3 Prepares adequate information and materials for substitute teachers.
- 3.4 Follows the procedures for planning field trips and other unique classroom situations.
- 3.5 Reflects on the extent to which the learning goals were met.
- 3.6 Understands relevant aspects of students' background knowledge and experiences.
- 3.7 Develops opportunities for students to learn and practice skills in meaningful contexts.
- 3.8 Analyzes data to monitor student learning and to plan instruction.
- 3.9 Participates in departmental collaboration for long-term development of scope and sequence.

4. Classroom Instruction

- 4.1 Uses class time effectively.
- 4.2 Maintains accurate attendance and grade records to provide comprehensive knowledge of each student's progress.
- 4.3 Demonstrates knowledge of how students learn and of developmental characteristics of age groups.
- 4.4 Demonstrates mastery of subject material for which instructional responsibility is given.
- 4.5 Implements a variety of strategies to introduce, explain, and restate subject matter concepts.
- 4.6 Communicates clearly and accurately.
- 4.7 Presents clear learning goals and links instructional methods to these goals.
- 4.8 Employs a variety of questioning techniques that encourage critical thinking.
- 4.9 Uses homework effectively for drill, review, enrichment, or project work.
- 4.10 Assesses the learning of students through a variety of methods and provides progress reports as required.
- 4.11 Provides timely, effective feedback to students and parents.

5. Classroom Environment

- 5.1 Creates an environment of respect and rapport.
- 5.2 Exercises friendliness and consideration, treating students without partiality.
- 5.3 Creates classroom rules, routines, and procedures that allow students to assume responsibility for themselves.
- 5.4 Maintains proper discipline in the classroom and on the school premises for a positive school environment.
- 5.5 Creates a classroom environment that reflects and promotes student learning.
- 5.6 Maintains a clean, attractive, well-ordered classroom.
- 5.7 Maintains communication with the administration and the home pertaining to specific disciplinary situations.
- 5.8 Creates an environment that expects each student to reach his/her full potential for learning.
- 5.9 Follows procedures for dealing with emergency situations.