

## **JOB DESCRIPTION**

### **POSITION: KINDERGARTEN, ELEMENTARY AND SECONDARY TEACHERS**

THIS POSITION RESPONSIBLE TO: Administration and Board of Directors.

#### **JOB DESCRIPTION:**

##### **A. Spiritual Qualifications**

1. Exhibits a Christian testimony in all areas of public and private life.
2. Is a faithful, involved member of a Bible Believing Church.
3. Agrees to all areas of the contract regarding personal standards of dress, conduct, testimony, and cooperation.
4. Agrees to the conditions of the Statement of Faith.

##### **B. Duties**

1. Read and follow the guidelines provided in the Faculty Manual for teaching responsibilities.
2. Attend all scheduled meetings and training sessions provided for staff as well as after school and evening meetings for parents.
3. Cooperate with parents in the joint effort of educating their children. This includes being available for phone calls, conference, and written communication.
4. Assist the administration with planning for academic curriculum, budget, policies and directives for the school.
5. Provide for the highest standard of discipline in a loving well-balanced atmosphere conducive for learning.
6. Support the administration and other members of the staff and be committed to working through conflicts or challenges that may arise.
7. Be available to support the extra-curricular activities and fund raising efforts of the school.
8. Display a willingness to help in the needs of special students by planning help classes or other means for additional growth.
9. Perform other duties consistent with the teaching profession.