

# **Teacher Job Description**

## **GENERAL DESCRIPTION**

<b>Goal:</b>	The teacher shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.
<b>Overview:</b>	The teacher shall be a born-again Christian, college graduate (exceptions must be approved by the Administration), certified or certifiable (or in the process of obtaining a credential), who feels called of God to the teaching profession. The School Administration as deemed appropriate may add other qualifications.
<b>Contracted by:</b>	School Administration, confirmed by VMC Elder Board. Term of contract is one year.
<b>Responsible to:</b>	Deans
<b>Supervises:</b>	Students and Volunteers
<b>Evaluation:</b>	Teacher performance will be evaluated in accordance with criteria provided by the Deans and this job description.

## **REQUIRED PERSONAL QUALITIES**

### **The Teacher shall:**

- ☐ Have received Jesus Christ as his/her personal Savior.
- ☐ Believe that the Bible is God's Word and standard for faith and daily living.
- ☐ Be a Christian role model in attitude, speech and actions toward others. This includes being committed to God's Biblical standards for sexual conduct. (Luke 6:40)
- ☐ Be a member of Ventura Missionary Church and agree with the Church's Statement of Faith. Dual membership is allowed.
- ☐ Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go." *Proverbs 22:6*

## **ADDITIONAL PERSONAL QUALITIES**

### **The Teacher shall:**

- ☐ Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
- ☐ Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- ☐ Meet everyday stress with emotional stability, objectivity, and optimism.
- ☐ Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy. Teachers are expected to dress in a professional manner. Blue denim jeans and shorts are only allowed on field trip days and Fridays (dress down days - you are encouraged to wear school shirts on this day and may not be torn or frayed). Sweats may only be worn by Middle School PE teachers. Teachers may not wear message shirts.
- ☐ Use acceptable English in written and oral communication. Speak with clear articulation.
- ☐ Respectfully submit and be loyal to constituted authority.
- ☐ Shall notify the administration of any policy he/she is unable to support.
- ☐ Refuse to use or circulate confidential information inappropriately.
- ☐ Place his/her teaching ministry ahead of other jobs or volunteer activities.

## **JOB DESCRIPTION - Essential Functions**

### **The Teacher shall:**

- ☐ Reflect the purpose of the school, which is to honor Christ in every class and in every activity.
- ☐ Motivate students to accept God's gift of salvation and help them grow in their faith.
- ☐ Lead students to a realization of their self-worth in Christ.
- ☐ Cooperate with the Elder Board and Administration in implementing all policies, procedures, and directives governing the operation of the school.
- ☐ Teach classes as assigned following prescribed scope and sequence as scheduled by the Deans.
- ☐ Integrate Biblical principles and the Christian philosophy of education throughout the curriculum and activities.
- ☐ Keep proper discipline in the classroom and on the school premises for a good learning environment.
- ☐ Maintain a clean, attractive, well-ordered classroom.
- ☐ Plan broadly through the use of semester and quarterly plans and objectives, and more currently through the use of a Lesson Plan Book.
- ☐ 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/her best work.
- ☐ Utilize valid and current teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
- ☐ Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
- ☐ Plan through approved channels the balanced classroom use of technology, field trips, guest speakers, and other media.
- ☐ Use homework effectively for drill, review, enrichment, or project work.
- ☐ Assess the learning of students on a regular basis and provide progress reports as required.
- ☐ Maintain daily and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
- ☐ Keep students, parents, and the Deans adequately informed of progress or deficiencies and give sufficient notice of failure.
- ☐ 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.
- ☐ Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
- ☐ Follow the Matthew 18 principle (see student handbook) in dealing with students, parents, staff, and Administration.
- ☐ Seek the counsel of the Deans, colleagues, and parents while maintaining a teachable attitude.
- ☐ Attend and participate in before and after school-related events, including, but not limited to scheduled devotional, in-service, retreats, committee and faculty meetings.
- ☐ Know the procedures for dealing with issues of an emergency nature.
- ☐ Inform the School Administrative Team in a timely manner if unable to fulfill any duty assigned. Prepare adequate information and materials for a substitute teacher.
- ☐ Maintain a classroom atmosphere that is conducive to learning.
- ☐ Be on campus 7:45 a.m. to 3:30 p.m. . She/he also agrees to be present and on time for weekly faculty meetings and remain after school for such meetings and conferences as may be called by the Deans
- ☐ Avoid highly debatable topics as much as possible. These subjects are defined as areas that tend to divide evangelical believers. When debatable topics arise over theological issues the student should be referred to her/his church.
- ☐ Acknowledge that she/he is fully aware of her/his obligations under state law regarding child abuse reporting requirements and that she/he will fulfill those obligation