

# Ventura Missionary School

## Teacher

### Job Description

**Job Title:** Teacher – Special Assignment  
**Reports To:** Principal  
**Classification:** Full-Time Exempt

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#### Job Description

Teachers at Ventura Missionary School must be dedicated to working with the school administration, their subject matter team teachers, all middle school teachers, other faculty, staff, students, and parents in a way that promotes a positive Christian environment. Teachers shall prayerfully guide students in their educational goals. They will also help form students into members of the story of God and His people.

#### Ventura Missionary School Values

Ventura Missionary School's core values align with our school's mission and vision. These core values will guide the behavior and actions of our teachers and staff and will create a cohesive and nurturing environment for our staff, students, and their families.

- **Faith and Integrity:** We seek teachers who exemplify strong Christian faith and integrity, consistently modeling ethical behavior and moral values both in and out of the classroom.
- **Excellence in Education:** We value teachers who are committed to providing high-quality education, fostering a love for learning, and encouraging academic excellence among students.
- **Christ-Centered Teaching:** We prioritize teachers who integrate Biblical principles and a Christian worldview into their instructional practices, guiding students to develop a deep understanding of their faith and its application to everyday life.
- **Nurturing Environment:** We seek teachers who create a nurturing and inclusive classroom environment, where every student feels valued, supported, and encouraged to grow emotionally, socially, and spiritually.
- **Servant Leadership:** We value teachers who exhibit servant leadership by putting the needs of others first, embracing a humble and compassionate approach, and actively engaging in the school community.
- **Collaboration and Teamwork:** We prioritize teachers who actively collaborate with their colleagues, administrators, parents, and the wider community, fostering strong partnerships and teamwork to enhance the overall educational experience for students.

#### Relationships

This position will report directly to the school Principal, work closely with the Vice-Principal and middle school teachers and alongside school staff. The teacher will also work with student-parent volunteers.

#### Minimum Job Qualifications

Successful completion of the fingerprinting process and criminal background clearance

#### Selection Process

The School Administration will supervise the selection process for this position, in collaboration with the HR Department.

## **Primary Responsibilities**

This is a working list and may be adjusted at any time by the supervisor.

- Teach class as assigned, following the scope and sequence as scheduled by the school administration
- Integrate Biblical principles and the Christian philosophy of education throughout the curriculum and activities
- Effectively manage classroom discipline to promote a positive learning environment
- Maintain a clean, attractive, well-ordered classroom
- Meet individual student needs, interests, and abilities
- Assess learning levels and create accurate reports that reflect mastery levels
- Maintain daily attendance and be able to manage the work for absent students
- Communicate regularly with student families and school administration about classroom events, special projects, student growth areas, and student successes
- Attend and participate in staff meetings and staff development opportunities
- Learn and know campus emergency routines and procedures

## **Secondary Responsibilities**

This portion of the position relates to responsibilities and duties that are outside of the classroom and assigned for school programs such as the Athletic Department and to meet students who have varied needs both academically and behaviorally. This teacher will meet these responsibilities and duties with a Biblical approach and spiritual emphasis.

## **Qualifications and Gifts**

The Teacher on Special Assignment will be a follower of Christ, a College Graduate (exceptions must be approved by the Operations Director and the School Principal), Credentialed, 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.

## **Knowledge, Skills, and Abilities for this Role**

- 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 towards others. This includes being committed to God's Biblical standards for sexual conduct. – Luke 6:40
- Be or be willing to become a member of Ventura Missionary Church and agree with the Church's Statement of Faith
- Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go." - Proverbs 22:6
- Problem-solving and conflict-resolution techniques
- Compassionate and caring
- Demonstrated ability to understand and relate to children, their families, and other leaders
- Demonstrated ability to lead and help create a healthy environment for children
- Operate in a team environment, often working cross-functionally with other team members
- Time Management
- Multi-Tasker
- Takes initiative to help create solutions to challenges in the educational setting

**Compensation**

This position is limited to Class 1 on the salary schedule. New teacher hire compensation range: \$48,954 to \$53,941.

**Appraisal and Review**

This position will receive a 90-day review and an annual review from the School Administrator. The reviews will be in written form, using a review document approved by the HR Department. Each review will (1) set objectives and goals for the coming year, and (2) review performance and ministry objectives from the previous year.

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This job description was last reviewed on 06.9.2026