



Job Title: Teacher

Department: School

Status: Exempt

Reports to: Head of School

Exec Dr Approval: May 2024

JOB SUMMARY:

The Teacher is committed to their work as a God-given ministry, with the motivation to please God and bring honor to Him. Creating a rigorous, engaging, and spiritually nurturing educational environment for students. This role involves implementation of the school curriculum based on the grade level or subject taught, developing lesson plans, delivering instruction, assessing student progress, facilitating student success in academic and age-appropriate interpersonal skills, and supporting the mission/values of Olive Branch (OB). The teacher will collaborate with colleagues and parents to ensure a holistic approach to student development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Motivate and lead students to accept God's gift of salvation, help them grow in their faith, and lead them to a realization of their worth in Christ.
- Integrate Biblical principles and the Christian philosophy of education throughout the curriculum and activities.
- Plan, prepare and deliver lessons and materials to students in class in accordance with OB approved curricula; conduct activities for a balanced program of instruction, demonstration, and work time that enable student learning by teaching according to the educational needs, abilities, and achievement levels of students.
- Establish clear objectives for all lessons, units, and projects and communicate those objectives to students.
- Provide and enable a healthy learning environment, establish and enforce behavioral expectations, and maintain order in the classroom.
- Create and maintain a classroom learning environment that is organized, safe, engaging, and inviting for students.
- Prepare, administer, and grade tests/assignments to evaluate students' progress.
- Maintain and input accurate and complete student academic performance and attendance records as required by laws and administrative regulations.
- Observe and evaluate students' performance, behavior, social development, and physical health.

- Meet and confer with parents/guardians to discuss student progress, determine priorities, and identify resource needs.
- Confer with parents/guardians, teachers, and administrators to resolve student behavioral and academic problems.
- Prepare and implement remedial programs for students requiring extra help.
- Collaborate with administrator(s) and other teachers in the development, evaluation, and revision of school programs; confer with other teachers to plan and schedule lessons that promote learning which follows OB approved curricula.
- Prepare reports on students and activities as required by administration.
- Commit to ongoing professional development; attend and participate in supervisor approved professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.
- Plan and supervise class projects, field trips, visits by guest speakers or other experiential activities, and guide student learning from those activities.
- Organize and label materials and display students' work.
- Attend staff meetings and serve on committees, as required.
- Supervise, evaluate, and plan assignments for instructional assistants and volunteers.
- Select, store, order, issue, and inventory classroom equipment, materials, and supplies.
- Sponsor/participate in extracurricular activities such as clubs, student organizations, and academic contests.
- Foster a positive classroom environment that encourages student participation and engagement.
- Assess and monitor students' progress, providing regular feedback to students and parents.
- Supports and participates in events and activities: including but not limited to WASC/ACSI accreditation meetings, student orientation night, Christmas program, fundraising events, in-service, special trainings, staff gatherings, open house, parent/guardian meetings, Fall Festival, student recruitment activities, appropriate church/school ministry events.
- Performs other duties as assigned.

EDUCATION and/or EXPERIENCE REQUIRED:

- Teaching credential or certification preferred but not required.
- Minimum of 3 years of teaching experience in a relevant field.
- Bachelor's degree from an accredited college or equivalent experience required.
- Must obtain a [ACSI Teaching Certificate](#) and participate fully in ACSI School Based Professional Development requirements, and CPR/First Aid Certification within 90 days of hire, (required to be kept current as a condition of employment).

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be a born-again Christian dedicated to the mission of OB.
- Active member of Olive Branch Community Church or be in weekly attendance at a Bible-teaching church that does not operate in contradiction to OB Statement of Faith.

- Expected to have a knowledge and understanding of the philosophy and objectives of OB and be in agreement with the Statement of Faith.
- Able to build and effectively develop high trust relationships. Including resolving conflict following Matthew 18 with students, staff, parents, and others.
- Strong organizational and time management skills with exceptional attention to detail.
- Maintain confidential information with discretion and good judgment.
- Communicate professionally and effectively in verbal and written form.
- Make effective, sound decisions in a timely manner in a variety of contexts, including in a classroom environment and in emergency/crisis situations.
- Be proficient in standard office software applications used in ongoing school business.
- Operate computers, tablets, and other electronic devices utilized in a classroom setting; learn and use new software and web-based applications as needed.

SUPERVISORY RESPONSIBILITIES: This position leads or may lead volunteers, staff, and related vendors.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

While performing the duties of this job the employee is regularly required to stand, walk, sit, and requires sufficient hand, arm, and finger dexterity to operate office machines. Requires mild physical work; some lifting, pushing, or pulling of objects over 20 pounds. Requires visual acuity to read words and numbers and speaking and hearing ability sufficient to communicate in person or over the phone.

ADA: The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description will be reviewed periodically as duties and responsibilities change with business necessity.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors. The noise level in the work environment is usually moderate to loud.

OLIVE BRANCH EMPLOYMENT STATEMENT: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. All terms and conditions of Olive Branch’s at-will employment, duties, and responsibilities are subject to the Olive Branch Employee Handbook.

Employee Name (Please Print)

Employee Signature

Date

Supervisor Signature

Date