

Monticello Christian Academy
1699 N. State Street, Monticello, IL 61856
(217) 762-3544
rhinshaw@mcacad.org

CHRISTIAN TEACHER JOB DESCRIPTION

General Description

Teachers shall be qualified to teach through the lens of the Christian faith. Teachers shall be willing to teach creatively; inspiring students to their full potential. They should create a positive, loving, and energized environment. Teachers shall possess the experience and maturity to help create curriculum that frees and excites them to be the teacher God has called them to be.

Qualifications

Teachers shall be ones who have trusted Jesus Christ as Savior and Lord. They should demonstrate spiritual maturity with academic and leadership abilities that will allow them to “train up a child in the way he should go.” Teachers shall reflect the purpose of the school which is to place God’s Word at the heart of learning.

Teachers must enjoy learning, researching, and working in a collaborative teaching environment. Our model of education requires that teachers are willing to assist in making curriculum decisions for their classroom, and enjoy creating an enlivened, spirited, freeing environment for their students. Being kind to children, being tender hearted, and patient is a must. Our small class sizes require that teachers enjoy working one-on-one with children, and adapting the curriculum to meet the needs of children individually.

Teachers shall be college graduates, certified or certifiable by ACSI (Association of Christian Schools International) or the state of Illinois, and ones who can demonstrate that they are called by God to the teaching profession, and are being called to Christian education specifically. Other qualifications may be added by the Board as deemed appropriate.

Contracted by: School Board upon recommendation of the Administrator for one year.

Responsible to: Administration

Supervises: Students, aides, and volunteers

Responsibilities

Spiritual

The teacher shall:

1. Seek to model in attitude, speech, and actions a consistent daily walk with Jesus Christ.
2. Show by example the importance of Scripture memorization and study, prayer, witnessing, and unity in Christian fellowship.
3. Follow the Matthew 18 principle in dealing with students, parents, staff, and administration.

4. Motivate students to accept God's gift of salvation and grow in their faith.
5. Lead students to a realization of their self-worth in Christ.

Instruction

The teacher shall:

1. Recognize the role of parents as primarily responsible before God for their child's education and assist them in the task.
2. Integrate Biblical principles and the Christian philosophy of education throughout the curriculum.
3. Individualize instruction for students with varying abilities.
4. Maintain student attention through positive motivational techniques.
5. Use a variety of assessment techniques when evaluating learning or skill development.
6. Plan curriculum overviews for the year with the aid of the master teachers.
7. Plan goals by quarter and week in teaching, activities, projects, assessment, etc.
8. Prepare weekly goal sheet.
9. Oversee learning progress of each child:
 - a) Check continually for attentiveness, participation, responses, and inspiration level of each child.
 - b) Check homework daily.
 - c) Guide and instruct in classroom procedures, habits, notebooks, and organization.
 - d) Quiz and check often to assess true learning.
 - e) Balance skill building and book work with thinking, creative effort, and inspiration to inspire love of learning.
 - f) Praise, encourage, and reward positively daily.
 - g) Provide incentive and enrichment.
 - h) Provide strong and positive management.
10. Call attention to the needs of students with learning or behavior problems.
11. Provide additional time beyond the regular schedule for students in need of assistance.
12. Deliver directions, explanations, and instructional content in a manner understood by students.
13. Prepare in advance for a substitute teacher.
14. Make use of school-related resources such as other teachers, administration, etc.
15. Use assessment information to provide students with feedback which is corrective and informative.
16. Facilitate student learning by supplementing regular curriculum materials with a variety of instructional materials and activities.
17. Be objective and consistent in student evaluation.
18. Peruse cumulative student files; study test scores, past achievement, etc.

Classroom Management

The teacher shall:

1. Maintain a positive classroom environment,
2. Maintain the classroom in accordance with the school system's code of conduct.
3. Reinforce/reward appropriate social and academic behavior in the classroom.
4. Prevent behavior problems by maintaining mobility in the classroom, interacting with students, redirecting student attention to tasks, etc.
5. Respond to student needs in the classroom by communicating with students to maintain academic productivity, attending raised hands, etc.
6. Maintain control of student behavior in the classroom.
7. Provide general supervision throughout the school.
8. Keep classroom neat, attractive, well-organized, lively.
9. Keep records accurately and up to date; maintain a file for each student to include parent communications, conference records, etc.
10. Organize classroom and displays to encourage individual progress, enhance enthusiasm, and meet educational needs.
11. Demonstrate a positive professional attitude toward students.
12. Have reasonable expectations for student behavior.

Personal

The teacher shall:

1. Demonstrate the character qualities of enthusiasm, courtesy, integrity, flexibility, gratitude, kindness, self-control, perseverance, and punctuality.
2. Meet everyday stress with emotional stability, objectivity, and optimism.
3. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
4. Respectfully submit and be loyal to constituted authority.
5. Maintain a personal appearance that is a role model of cleanliness, modesty, good taste, and in agreement with school policy.
6. Use acceptable English in written and oral communication. Speak with clear articulation.
7. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the constituency and general public.
8. Make an effort to appreciate and understand the uniqueness of the community.

Evaluation

Performance of these responsibilities will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel. Details are found in the Faculty Handbook.

Professionalism

The teacher shall:

1. Take part in professionally related extra-curricular activities.
2. Maintain professional behavior in relationships with students and parents, with a positive attitude.
3. Perform necessary clerical responsibilities.
4. Be in attendance and prompt.
5. Report student performance effectively to family or guardians.
6. Initiate contact by notes before school begins.
 - a) Note to each student individually, in August.
 - b) Letter in June to all parents, introducing self; program, details of plans.
7. Approach parents at meetings, Open Houses, and other activities; extend friendship, interest.
8. Make phone calls for support or information before problems grow. Perceived problems are possible misunderstandings, lack of communication, oversights, etc.
9. Meet with parents when concerns arise (yours or theirs).
10. Use the goal sheet for updates, announcements, commendations, grade reports, etc.
11. Send notes for good news as well as not-so-good news. Be tactful in all correspondence.
12. Prepare mid-quarter progress reports, report card comments, mid-year evaluations with thought, prayer, and care.
13. Involve parents in school life, ask for involvement personally and provide opportunities.
14. Express appreciation regularly and sincerely.
15. Maintain positive professional interactions with other educational personnel.
16. Be able to solve professionally related problems independently.
17. Accept change in a positive professional manner.
18. Accept evaluation and redirection and make necessary changes or adjustments.
19. Remain current in the educational field through course work, in-service activities, professional literature, conferences, workshops, etc.
20. Follow school system's policies and procedures.