

MARANATHA ACADEMY

JOB DESCRIPTION: SECONDARY CLASSROOM TEACHER

Revision 3/7/16

I. GENERAL DESCRIPTION

Generally, the teacher is responsible for planning, implementing **and assessing** an appropriate educational program for the **students** assigned to his/her class, and following the guidelines of the school-approved curriculum and course of study. The teacher is also responsible to fulfill assigned duties and tasks, attend designated in-service programs and calendarized school events, and abide by the terms of contract and policies of the school.

II. PERSONAL AND PROFESSIONAL QUALIFICATIONS

- A. Be a born again, consecrated Christian, supporting the purpose and goals of Maranatha Academy.
- B. Have knowledge and understanding of the philosophy and objectives of the Christian School.
- C. Possess an ability to interact effectively with parents, peers and administrative staff.
- D. Possess a **state of Kansas teaching certificate and an ACSI teaching certificate or be in process of acquiring each while also demonstrating skill as a classroom teacher.** Teachers not possessing a valid teaching credential will need to be enrolled in an educational program, taking at least six units a year toward that end, beginning no later than the second year of employment.
- E. Attend church services regularly in an evangelical Christian church of choice.
- F. Agree to and practice the terms of employment.

III. PROFESSIONAL RESPONSIBILITIES

- A. Be familiar with and abide by the policies and procedures of the school.
- B. Attend designated school events.
- C. Attend seminars, workshops and college courses to stay abreast of the educational trends and needs.
- D. Read current literature in the field of education to continue growth in specific knowledge and to stimulate creative thinking.
- E. Participate in faculty devotions and special functions to promote Christian fellowship and mutual support.
- F. Develop area of specialty and contribute to the in-service of fellow faculty members.
- G. Serve as needed or assigned in at least one area of curriculum development. Experienced teachers should be prepared to serve as chairs of curriculum committees.
- H. Attend and contribute to scheduled faculty meetings in providing information, making helpful suggestions, and participating in consensus problem solving.
- I. Participate and contribute as time and talent allow to the overall program and extra-curricular activities for students at the school.
- J. Attend college classes, seminars, or in-services as needed to maintain ACSI certification. This includes Bible as well as other professional coursework.

IV. CLASSROOM AND INSTRUCTIONAL RESPONSIBILITIES

The following items are intended as a general description of classroom and instructional responsibilities and should not be interpreted as a comprehensive list. The role of a teacher is broad, varied, and responsive to the overall needs of the students and the school program.

- A. The teacher is generally responsible to present with appropriate method and preparedness the prescribed curriculum or course of study to assigned students.
- B. Through reviewing of cumulative record, class observations, parent conferences or appropriate evaluation instruments, assess the strengths and weaknesses of each student academically, emotionally, and spiritually in order to best meet student needs.
- C. Promote the educational goals as stated in the teachers' manual within the educational context of the classroom.
- D. Maintain a well-disciplined, pleasant, and stimulating classroom environment conducive to optimum participation in reaching spiritual as well as educational goals and objectives.
- E. Provide for the spiritual growth of the students with evangelical endeavors including prayer and counsel. In Bible classes, students will participate in a project of practical Christian ministry.
- F. Prepare and submit weekly lesson plans. Lessons should also include the integration of biblical concepts and principles **on a consistent basis**.
- G. Develop units of study as needed and maintain proper documentation to augment and contribute to the evolution of an ever-growing and improving curriculum.
- H. Be prompt to class and maintain the daily schedule, "redeeming the time."
- I. Fulfill extra duty assignments in the supervising of students.
- J. Aid custodial and maintenance personnel by training students to keep floors and room free from litter and chairs off of the floor after school when necessary.
- K. Maintain appropriate student records, including attendance, grades, discipline, and spiritual growth.
- L. Develop a positive rapport with parents and keep them apprised of classroom expectations and activities or problems that may arise with their children.
- M. Provide for the safekeeping and accounting of all classroom textbooks **and supplies**.
- N. Submit a completed end-of-the-year report to the principal that will include an inventory of books, classroom furniture, and equipment stating needs for new material.
- O. Sign out all classroom supplies from central stores using proper procedures.
- P. Plan for and make effective use of assigned classroom volunteers or student aides.

V. EVALUATION

- A. It is the goal of the administration to provide for at least two formative evaluations of teachers during the school year and one summative evaluation toward the end of the school year. Combinations of methods are used and are described in a separate document.
- B. The purpose of the formative evaluations is to develop the potential in each teacher and to raise the level of consciousness in each as to what is good instructional technique. The exact methods, models and forms involved in the evaluation process will change as the needs and character of the staff changes over the years.