



# Phoenix Christian

PREPARATORY SCHOOL

## INSTRUCTIONAL STAFF JOB DESCRIPTION

<b>Title:</b>	Teacher
<b>Reports To / Evaluated by:</b>	Building Principal
<b>General Responsibilities:</b>	Assume overall responsibility for the instructional process within the classroom. This includes classroom management, discipline, and providing an environment conducive to the teaching-learning process.
<b>Education:</b>	Bachelor's degree required
<b>Contracted By:</b>	School board for one year
<b>Supervises:</b>	Students

### Section 1 - Required Personal Qualities

1. Is in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
2. Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
3. Meets every day stress with emotional stability, objectivity, and optimism.
4. Respectfully submits and is loyal to constituted authority.
5. Notifies the supervisor/administrator of any policy he/she is unable to support.
6. Refuses to use or circulate confidential information inappropriately.
7. Places his/her ministry at PC ahead of other jobs or volunteer activities.
8. Appreciates and understands the diversity of the Phoenix Christian community.
9. Recognizes the need for good public relations. Represents the school in a favorable and professional manner to the school's constituency and the general public.
10. Develops and maintains rapport with students, parents, and staff by treating others with friendliness dignity, and consideration.
11. Follows the Matthew 18 principle in dealing with students, parents, staff, and administration.
12. Seeks the counsel of the supervisor/administrator, colleagues, and parents while maintaining a teachable attitude.
13. Uses acceptable English in written and oral communication.

### Section 2 – Required Spiritual Development

1. Has received Jesus Christ as his/her personal Savior.
2. Believes that the Bible is God's Word and standard for faith and daily living.
3. Is 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)

4. Regularly attends a local, evangelical church, which has a Statement of Faith in harmony with the Phoenix Christian Statement of Faith.
5. Shows by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
6. Reflects the purpose of the school, which is to honor Christ in every class and in every activity.
7. Motivates students to accept God's gift of salvation and help them grow in their faith.
8. Leads students to a realization of their worth in Christ.
9. Has the spiritual maturity, ability, and personal qualities to "train up a child in the way he should go."
10. Recognizes the role of parents as holding primary responsibility before God for their children's education and is prepared to assist them in that task.
11. Maintains a personal appearance that is a Christian role model of cleanliness, modesty, and good taste, and that is in agreement with any applicable school policy.

### **Section 3 – Curriculum and Instruction**

1. Teaches classes as assigned following the prescribed scope and sequence.
2. Remains current in teaching methodology and course content information.
3. Integrates biblical principles and the Christian philosophy of education throughout the curriculum and activities.
4. Keeps proper discipline in the classroom and on the school premises for a good learning environment.
5. Maintains a clean, attractive, well-ordered classroom.
6. Plans 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.
7. Utilizes valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
8. Employs a variety of instructional aids (including technology), methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
9. Plans through approved channels, the balanced use of field trips, guest speakers, and other media.
10. Uses homework effectively for drill, review, enrichment, or project work.
11. Effectively assesses the learning of students on a regular basis and provides progress reports as required.
12. Prepares adequate information and materials for a substitute teacher.
13. Is prepared for classroom instruction both daily and long term.
14. Effectively manages the classroom and other learning environments.
15. Maintains regular and accurate attendance.
16. Grades and enters the grades for student work within the time frame set by school policy.
17. Maintains current lesson information in the school computer system.
18. Maintains up to date course map and plan information in the school computer system.
19. Aligns units and lessons to appropriate standards adopted by the school.
20. Individualizes instruction as necessary or required to meet exceptional student needs.

#### **Section 4 – Professional Conduct**

1. Keeps students, parents, and the administration adequately informed of progress or deficiencies and provides sufficient notice of failure.
2. Attends and participates in scheduled devotional, in-service, retreats, committee, faculty, and Parent Teacher Fellowship meetings.
3. Cooperates with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
4. Knows the procedures for dealing with an emergency issue.
5. Informs the administration, in a timely manner, if unable to fulfill any duty assigned.
6. Provides input and constructive recommendations for administrative and managerial functions in the school.
7. Supports the broader program of the school by attending extracurricular activities when possible.
8. Utilizes educational opportunities and evaluation processes for professional growth.
9. Supervises extracurricular activities, organizations, and outings as assigned.
10. Provides current transcript, certification, and endorsement information for the personnel file.
11. Performs other reasonable duties that may be assigned by the administration.