



PHOENIX CHRISTIAN PREPARATORY SCHOOL

ESTABLISHED 1949

High School Faculty Position Description

Title: High School Spanish Instructor
(Spanish I, Spanish II, Honors Spanish III, AP Spanish IV)

Reports To: Building Principal

General Responsibilities:

The teacher will work closely with students and teachers to provide a Christ-centered, college preparatory Spanish curriculum including grammar, reading, writing and language proficiency.

The qualified individual must be an evangelical Christian committed to living a Biblical lifestyle. He/she is expected to demonstrate patience, humility, integrity, and kindness while performing his or her day-to-day duties. He/she must be devoted to prayerfully work with administration, faculty, students, and parents.

Education: Bachelor's Degree

Contracted By: School Board for One Year

Evaluation: Annually by Building Principal

Phoenix Christian Preparatory School Mission

*Phoenix Christian exists to educate the mind, form the heart,
and equip the hands of students in a Christ-centered environment.*

Required Personal Qualities

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

- 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)
- Regularly attends a local, evangelical church, which has a Statement of Faith in agreement with the school's Statement of Faith.
- Shows by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
- Is in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
- Has the spiritual maturity, ability, and personal qualities to "train up a child in the way he should go."
- Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Meets every day stress with emotional stability, objectivity, and optimism.
- Maintains a personal appearance that is a Christian role model of cleanliness, modesty, and good taste, and that agrees with any applicable school policy.
- Uses acceptable English in written and oral communication.
- Respectfully submits and is loyal to constituted authority.
- Notifies the supervisor/administrator of any policy he/she is unable to support.
- Refuses to use or circulate confidential information inappropriately.
- Appreciates and understands the ethnic and socioeconomic diversity of the Phoenix Christian community.
- Recognizes the need for good public relations. Represents the school in a favorable and professional manner to the school's constituency and the public.
- Develops and maintains rapport with students, parents, and staff by treating others with friendliness dignity, and consideration
- Follows the Matthew 18 principle in dealing with students, parents, staff, and administration.
- Seeks the counsel of the supervisor/administrator, colleagues, and parents while maintaining a teachable attitude.

Job Description:

- Promote flourishing students through cultivating a strong awareness of purpose.
 - Develops and carries out the mission and vision of the school that is thoroughly and distinctively Christian in all respects.
 - Reflects the characteristics of the Living Curriculum Essentials of Caring, Committed, Expertise, Positive, and Servant Leadership.

- Integrates biblical principles and the Christian philosophy of education throughout the curriculum and activities.
- Promote flourishing students through cultivating a strong promotion of best educational practices.
 - Teaches classes as assigned following the prescribed scope and sequence.
 - Remains current in teaching methodology and course content information.
 - Keeps proper discipline in the classroom and on the school premises for a good learning environment.
 - Maintains a clean, attractive, well-ordered classroom.
 - 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.
 - Utilizes valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
 - 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.
 - Plans through approved channels, the balanced use of field trips, guest speakers, and other media.
 - Uses homework effectively for drill, review, enrichment, or project work.
 - Effectively assesses the learning of students on a regular basis and provides progress reports as required.
 - Is prepared for classroom instruction both daily and long term.
 - Effectively manages the classroom and other learning environments.
 - Maintains regular and accurate attendance.
 - Grades and enters the grades for student work within the time frame set by school policy.
 - Maintains current lesson information in the school computer system.
 - Maintains an up-to-date course map and plan information in the school computer system.
 - Aligns units and lessons to appropriate standards adopted by the school.
 - Individualizes instruction as necessary or required to meet exceptional student needs.
- Promote flourishing students through cultivation of strong relationships.
 - Is timely and responsive to student and parent questions and concerns.
 - Attends and participates in scheduled devotional, in-service activities, retreats, committee and faculty meetings.

- Keeps teacher and the administration adequately informed of student concerns.
- Supervises extra-curricular activities, organizations, and outings as assigned.
- Supports the broader program of the school by attending extra-curricular activities when possible.
- Promote flourishing students through best provision of expertise and resources.
 - Cooperates with classroom and administration in implementing all policies, procedures, and directives governing the operation of the school and classroom.
 - Knows the procedures for dealing with an emergency issue and mandated reporting.
 - Informs the administration, in a timely manner, if unable to fulfill any duty assigned.
 - Utilizes educational opportunities and evaluation processes for professional growth.
 - Provides current transcript, certification, and endorsement information for the personnel file.
- Other, as assigned by the Superintendent

LIVING CURRICULUM ESSENTIALS

