PHOENIX CHRISTIAN PREPARATORY SCHOOL
ESTABLISHED 1949

High School Faculty Position Description

Title: High School Culinary Instructor (Part-Time)

Reports To: Building Principal

General Responsibilities:
The teacher will provide a Christ-centered, culinary curriculum providing hands-on experience in food preparation, kitchen safety, essential cooking techniques, menu planning, and sanitation.

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

CARING	COMMITTED	FIELD EXPERTISE	POSITIVE	SERVANT LEADER
Understanding	Determined	Visionary	Enthusiastic	Conviction Orientated
Patient	Persevere	Innovative	Optimistic	Christ Centered
Loving	Ambitious	Wisdom	Bold	Selfless
Fair	Resourceful	Intelligent	Joyful	Genuine
Compassionate	Hard Worker	Knowledgeable	Friendly	Humble
Calming	Grit	Detailed	Passionate	Sacrificial
Forgiving	Mission Minded	Excellence	Encourager	Consistent
Thoughtful	Invested	Inspirational	Hospitable	Supportive
Personable	Disciplined	Confident	Welcoming	Loyal
Hospitable	Dedicated	Strategic	Respond vs React	Willing