

Function and Scope

Prayerfully assist parents in providing a Christ-centered education that values exceptional academics, strong moral character, and service to others. Also, to prayerfully help develop students who demonstrate the character of Christ, through partnering with families to spiritually, academically, physically, and socially educate their children in an environment of mutual respect and caring professionals through the delivery of subject matter, skills, and Christ-like attitudes. Teachers are responsible to maintain high academic standards and develop each student's educational abilities and goals in the classroom.

A teacher is expected to:

1. Be professional and ethical in dealings with students, parents and teachers, administrators, and others involved in the school and community.
2. Be knowledgeable of the curriculum expectations and objectives and prepare educational plans accordingly. In case of an unexpected absence, plans should be functional and up to date for any substitute.
3. Be organized and prepared for teaching daily, arriving in ample time to be mentally and spiritually prepared.
4. Pray for the individual needs of students and colleagues.
5. Be prompt for duty, for staff meetings, special duties and conferences.
6. Be cooperative in working with teachers and parents.
7. Be available to parents and school personnel for conferences concerning each student.
8. Keep parents and Head of School/Instructional Supervisor informed of student progress, both positive and negative aspects.
9. Keep sufficient and accurate records of students' progress and attendance.
10. Complete assigned tasks promptly and correctly.
11. Be loyal to the school and colleagues. Handle problems with students, parents, teachers, staff and school in a confidential and discrete manner.
12. Be consistent in maintaining good discipline, using positive as well as negative consequences. Request the Head of School/Instructional Supervisor's assistance when a problem persists.
13. Allow students to explain their actions or tell their side of an issue.
14. Be supportive of all school personnel.
15. Be open to new ideas and suggestions for improvement.
16. Be creative in approaching the daily routine of teaching. Use sound educational judgment in planning activities and schedules so as to include a variety of strategies to teach and reinforce concepts.
17. Participate enthusiastically in school projects and staff development activities.
18. Maintain a physical, intellectual and emotional classroom environment that promotes student growth.
19. Be familiar with the school handbook and follow the policies, rules and regulations outlined in them.

Reporting Relationship

Reports to the Instructional Supervisor

Personal Qualifications

The teacher shall be one who has received Jesus Christ as Savior and Lord. The teacher shall be a member in good standing of a Bible believing church and shall lead a mature Christian life. He shall be a person with spiritual, academic and leadership abilities that will allow him to "train up a child in the way he should go." The teacher is one who passionately knows, loves and lives Christ. He or she is constantly seeking to improve his or her level of excellence as an educator. The teacher inspires and assists each student to fully utilize their God-given gifts and talents. He or she is an effective communicator to their students and are responsible in communicating with parents in and outside of the classroom. He or she presents a scholarly nurturing and mentoring focus. The teacher is loyal to FCCS, its families, and his or her local church. The teacher boldly fuses the message of Christ into the daily aspect of the learning experiences. The teacher abides and upholds the FCCS Vision, Mission, Philosophy, Goals, Objectives, Core Values, and Student Profile. He or she is an advocate and encourager who motivates, with respect, students toward a life of purity and purpose. He or she is academically astute with superior qualifications and intellectual discernment. The teacher shall reflect the purpose of the school to honor Christ in every class and in every activity.

Professional Qualifications

Education (for Kindergarten – 12th): College degree; ACSI Certification in teaching field (or ability to secure one during the first year of teaching at FCCS). During the term of this contract, Teacher shall maintain ACSI certification. A new Teacher to this school must complete the requirements of ACSI certification within three (3) years of commencing teaching at this school before being eligible to be considered for a new contract in the fourth year.

Experience: Teaching in a Christian school setting preferred

Supervisory role

Assistants and volunteers

Spiritual

1. Seek to be a role model in speech, actions, and attitude, a consistent daily walk with Jesus Christ
2. Set example of the importance of prayer, church membership, scripture memorization and study, witnessing, and unity in Christian fellowship

3. Be regular in attendance at local church
4. Be active in ministry role at local church
5. Implement biblical principles as they relate to the spiritual well-being of students, parents, and staff
6. Follow the Matthew 18 principle in dealing with students, parents, administration, staff, and Board
7. Show support for the role of parents as primarily responsible before God for their child's education and assists them in the task
8. Strive at all times to understand, appreciate, love and serve the pupils entrusted to his/her for instruction, and will to the best of his/her ability provide for their fullest spiritual, intellectual, physical, and emotional development.
9. Share faith regularly with students and encourages students to accept God's gift of salvation and grow in their faith
10. Emphasize to students the reality of their worth in Christ
11. Be punctual, regular, and an active participant in devotions and chapel

Professional

1. Utilize educational opportunities and evaluation processes for professional growth
2. Seek the counsel of the administrators, colleagues, and be teachable
3. Provide input and recommendations for administrative and managerial functions in the school
4. Follow established school policies, procedures and guidelines in a spirit of positive cooperation
5. Attend and participate in scheduled devotional, committee, faculty, and PTF meetings
6. Know the procedures for dealing with issues of an emergency nature
7. Contribute to the general improvement of the school program

Personal

1. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality
2. Meet everyday stress with emotional stability, objectivity, and optimism
3. Exercise friendliness and consideration, treating each student and staff member impartially
4. Submit respectfully and be loyal to constituted authority
5. Maintain a personal and professional appearance that is a role model of cleanliness, modesty, and good taste
6. Use acceptable English in written and oral communication (Speak with clear articulation)
7. Develop and maintain rapport with students, parents, and staff to promote a positive learning environment
8. Recognize the need for good public relations
9. Represent the school in a favorable and professional manner to the constituency and general public
10. Demonstrate an appreciation and understanding of the uniqueness of the local community

Attitudinal

1. Maintain a positive mental attitude
2. Be conscientious about your teaching ministry
3. Relate well with peers
4. Relate well with administration
5. Relate well with parents and guardians
6. Relate well with students
7. Be teachable
8. Support Administration

9. See your position as a ministry calling, not just a job
10. Be courteous

Innovation

1. Demonstrate new or better ways of teaching and classroom management
2. Implement new projects
3. Initiate communication with families and administration
4. Show initiative in teaching and leading

Leadership

1. Be a positive influence in the classroom and teacher meetings
2. Make a priority of assisting other teachers and sharing ideas with them
3. Be able to enlist and use volunteers
4. Be able to develop disciples
5. Show good judgment

Quality

1. Improve the ministry of the School
2. Be efficient
3. Be accurate
4. Be appropriate
5. Be effective

Administration

1. Organize well
2. Complete tasks on time
3. Plan for the future

Instructional

1. Integrate biblical principles and the Christian philosophy of education throughout the curriculum
2. Demonstrate mastery of the subject material
3. Use valid teaching techniques to achieve curriculum goals and affect student learning
4. Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child -- spiritual, mental, physical, social, emotional
5. Conduct his/her teaching and instructional activities, using educational materials, books, and other learning aids consistent with and approved by guidelines set by FCCS administration
6. Teach classes as assigned and scheduled by the Head of School/Instructional Supervisor
7. Teach the prescribed curriculum as directed by the Head of School/Instructional Supervisor
8. Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his best work
9. Individualize and adapt the educational processes and procedures he/she uses and applies to enhance student educational opportunities
10. Shall provide group and individual instruction to motivate students and effectively utilize the time available for instructional activities
11. Exhibit the ability to arouse interest and to stimulate intellectual growth from the students
12. Consistently and thoroughly prepare lessons and lesson plans that reflect objectives from scope and sequence
13. Punctually submit weekly lesson plans for the Head of School/Instructional Supervisor's review
14. Work cooperatively with the Head of School/Instructional Supervisor to ensure the consistency of academic policies and practices and strategic implementation of educational goals

15. Plan through approved channels the balanced use of field trips, guest lecturers, and other media
16. Use homework effectively for drill, review enrichment, or project work
17. Assess the learning of students on a regular basis and provides progress reports as required
18. Be well prepared with lesson plans that reflect the scope and sequence of the subject being taught
19. Develop appropriate relationships with students
20. Keep proper discipline in the classroom and on the school premises for a good teaching environment
21. Maintain appropriate standards of student behavior, using Assertive classroom management techniques
22. Set time aside for scheduling parent/student conferences to promote learning skills of the child

Non-Instructional

1. Cooperate with the administration in implementing all policies, procedures, practices and directives governing the operation of the school
2. Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress
3. Keep students, parents, and the administration adequately informed of student deficiencies and gives sufficient notice of failure
4. Punctually submit the Weekly Activity Report (WAR) for the Head of School/Instructional Supervisor's review
5. Maintain a clean, attractive, well-ordered classroom
6. Maintain a classroom atmosphere conducive to learning
7. Actively accept a share of responsibility for extra-curricular activities as assigned
8. Provide children with a safe, loving, and nurturing environment

POSITION DURATION

Annual: August 15 – August 14

WORK SCHEDULE

185 Days according to school calendar (In-service days are set by the Head of School/Instructional Supervisor)

Daily hours (Full-time): 7:30 am – 3:30 pm (one day a week until 5:00 pm)

Attendance and participation in appropriate school events

Additional duties as assigned by Head of School/Instructional Supervisor

IRS EMPLOYEE CLASSIFICATION

Contract employee

Exempt employee

Salary employee

FCCS BENEFIT CLASSIFICATION

Full Time Certified/Licensed

FCCS PHYSICAL REQUIREMENTS

FREQUENCY OF REQUIRED EXPOSURE/USE	OCCASIONAL	FREQUENT	DAILY
ON-TIME ARRIVAL			X
REGULAR ATTENDANCE			X
SUMMON EMERGENCY	X		
HELP			X
APPLY CPR/FIRST AID	X		
LEAD FIELD TRIPS		X	
COMMUNICATE DATA			X
PREPARE REPORTS		X	
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far			X
COLOR DISCRIMINATION		X	
SPEAK CLEARLY			X
HEAR CLEARLY			X
MANUAL DEXTERITY			X
EYE/HAND			X
COORDINATION			X
DRIVING	X		

FLYING – N/A

FREQUENCY OF REQUIRED EXPOSURE/USE	OCCASIONAL	FREQUENT	DAILY
TELEPHONE		X	
FAX	X		
COPIER			X
LAMINATOR		X	
COMPUTER			X
PRINTER		X	
CALCULATOR	X		
OVERHEAD PROJECTOR	X		
AV EQUIPMENT	X		
OTHER (Please list)			

FREQUENCY OF REQUIRED EXPOSURE/USE	OCCASIONAL	FREQUENT	DAILY
LIFTING/LOWERING:			
Up to 20 lbs		X	
Up to 50 lbs	X		
More than 50 lbs	RARELY		
LIFTING OVER SHOULDER:			
Up to 20 lbs	X		
Up to 50 lbs	RARELY		
More than 50 lbs	RARELY		
CARRYING:			
Up to 20 lbs		X	
Up to 50 lbs	RARELY		
More than 50 lbs	RARELY		

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FREQUENCY OF REQUIRED EXPOSURE/USE	OCCASIONAL	FREQUENT	DAILY
OUTDOOR DUTY	X		
• COLD (50 deg. F or lower)	X		
• HEAT (90 deg. F or higher)	X		
GASES/FUMES/DUST	X		
CHEMICALS/SOLVENTS	X		
NOISE		X	
HIGH STRESS			X
INTERRUPTIONS			X
NEED FOR FREQUENT RESTROOM BREAKS	X		
OVERTIME NECESSARY			X
CLIMBING STAIRS		X	
CRAWLING	X		
STANDING			X
SITTING			X
WALKING			X
RUNNING	X		
KNEELING	X		
BENDING			X
REACHING OVER SHOULDER			X
REACH MARKER BOARD HEIGHT			X
PUSHING			X
PULLING			X