Teacher Job Description
Cornerstone Community School

General Description

Goal: The teacher shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.

Overview: The teacher shall be a Christian, college graduate, certified or with training experience, who feels called of God to the teaching profession. Other qualifications may be added by the Board as deemed appropriate.

Contracted by: School board upon the recommendation of the Administrator for one year.

Responsible to: Administrator

Supervises: aides, volunteers, and students.

Evaluation: Teacher performance will be evaluated in accordance with this job description. Details found in the Staff Handbook.

Required Personal Qualities

The teacher shall

1. Have received Jesus Christ as his/her personal Savior and gives evidence of this commitment in his or her life.
2. Be a Christian role model in attitude, speech, and actions towards others. This includes being committed to God’s Biblical standards for sexual conduct. Luke 6:40.
3. Maintains a regular and contributing involvement in a church having a doctrine which is in agreement with the school’s Statement of Faith and which is scripturally sound in its teaching. Hebrews 10:24-25.
4. Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
5. Be in whole-hearted agreement with the school’s Statement of Faith and Christian philosophy of education.
6. Have the spiritual maturity, academic ability, and personal leadership qualities to “train up a child in the way he should go.” Proverbs 22:6.
7. Demonstrates understanding of the needs of children and family in an urban setting.
8. Be ACSI certified or will to obtain this certificate within 6 months.
9. Have a state teaching certificate or prior teaching experience.
10. Be a college graduate.

Additional Personal Qualities

The teacher shall

1. Recognize the role of parents as primarily responsible before God for their children’s education and be prepared to assist them in that task.
2. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
3. Meet everyday stress with emotional stability, objectivity, and optimism.
4. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy.
5. Use acceptable English in written and oral communication. Speak with clear articulation.
6. Respectfully submit and be loyal to constituted authority.
7. Shall notify the Administrator of any policy he/she is unable to support.
8. Refuse to use or circulate confidential information inappropriately.
9. Place his/her teaching ministry ahead of other jobs or volunteer activities.
10. Make an effort to appreciate and understand the uniqueness of the community.

Job Description—Essential Functions

The teacher shall

1. Reflect the purpose of the school that is to honor Christ in every class and in every activity.
2. Motivate students to accept God’s gift of salvation and disciple them in their faith.
3. Lead students to a realization of their self-worth in Christ.
4. Cooperate with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
5. Ensure the adequate preparations have been made to accomplish the objectives established for the classes assigned.
6. Integrate Biblical principles and Christian philosophy of education throughout the curriculum and activities.
7. Keep proper discipline in the classroom and on the school premises for a good learning environment.
8. Ensure the safety of the students by prohibiting dangerous actions and mediating conflicts as soon as they arise.
9. Maintain a clean, attractive, well-ordered classroom.
10. Plan broadly through the use of semester and quarterly plans and objectives, and more currently through the use of Lesson Plan Book.
11. Plan 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.
12. Employ a variety of instructional aids, methods, and material that will provide for creative and effective teaching.
13. Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media.
14. Use homework effectively 4 nights a week for drill, review, enrichment, or project work. Teacher must provide information for this work sufficiently in advance of the due date so that the student will learn personal responsibility, organization, and the joy of self-study.
15. Assess the learning of students on a regular basis and provide progress reports and report cards as required.
16. Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student’s progress, giving sufficient notice of failure, deficiencies, or progress.
17. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school’s constituency and the general public, supporting the school through professional appearance, actions, and verbal support.
18. Follow the Matthew 18 principle in dealing with students, parents, staff, and administration.
19. Attend and participate in scheduled devotional, in service, retreats, committee, faculty, and Parent Teacher Fellowship meetings.
20. Know the procedures for dealing with issues of an emergency nature.
21. Take knowledge of those opportunities that will improve professional development by continuing to read both within and outside of his/her area of teaching and by continuing graduate courses of study.
22. Keep record of textbooks assigned to students and a record of supplies.
23. Inform the administration in a timely manner if unable to fulfill any duty assigned.
24. Prepare adequate information and material for a substitute teacher.
Physical Requirements to Fulfill the Essential Functions of the Teacher

1. Site
The teacher will be required to escort the children in an orderly manner from the gathering place in the morning and walk with them up two flights of stairs to their classroom.

The teacher will be required to supervise the playground during recess on a rotational basis. The indoor playground is on the second floor and would require walking down a flight of stairs. The outdoor playground will be held across the street in a park and would require walking close to a block.

The teacher must organize students into classes and accompany them to the playground or all-purpose room. He/she must be able to keep up with students, control them until reaching the playground or all-purpose room, and remain with the students on the playground.

2. Building
The classrooms are located on the second and third floor. The teacher must be able to climb the stairs to reach the classroom.

Students in each individual classroom are required to move about in the building from the classroom to the lunchroom, the library, the all-purpose room, and the chapel. Teachers must be able to accompany students in the hallways or in other places in the building as they move from one location to another location.

3. Classrooms
The teacher must be able to write on the dryboards and prepare bulletin boards between 4-7 feet in height so that students, particularly in the back of the room, can see the necessary information.

The teacher in the school must have sufficient vision to allow for active supervision and interaction with students.

4. Teaching
Teachers are required to demonstrate concepts using chalkboards, media, and hands-on materials. The teachers will be required to develop daily lesson plans and long range plans for the school year.

The teacher is required to orally teach lessons and communicate with the students. They must be able to speak clearly and loudly so that students, particularly those in the back rows, will be able to understand what they say. On numerous occasions, the faculty will be required to communicate orally with parents in person or over the telephone.

The teacher will be required to speak in front of large groups of people at fundraisers, open houses, parent meetings, chapels, etc.

Teachers are required to prepare evaluation reports, fill in records, and on numerous occasions, communicate with parents in writing.

5. Supervision
Indoor recess will be held in the all-purpose room and occasionally in the classroom. The teacher will be required to supervise and control the class in an appropriate manner. On occasion, elementary faculty should participate with students in organized games and activities.

The teacher must be able to supervise students in their classroom or while on the playground. He/she must also supervise students at the closing of each day as students are dismissed for their
rides. Typical weather in our area includes humid and muggy weather in the summer and cold temperatures in the winter.

6. Emergencies
   The teacher must be able to quickly summon help when an emergency arises either in the classroom, all-purpose room, or on the playground.

   He/she is required to render minimal first aid to students who may be injured while in the classroom, the all-purpose room, or on the playground.

   The teacher is required to accompany and control children during fire drills or an actual fire. The fire escape route requires the students and faculty to walk down 2-3 flights of stairs and walk a block to the open area where the children will line up quietly. When the signal is given the faculty will accompany the children back inside the building.

7. Attendance
   The teacher is required to be present one morning a week for early morning staff devotional a half hour before school starts, every weekday a half hour before school starts and a half hour after it ends, faculty meetings and other special functions after school, and occasionally for meetings or other functions in the evening.