

CORNERSTONE CHRISTIAN ACADEMY

TEACHER JOB DESCRIPTION

General Description: Teachers will prayerfully help students learn subject matters, skills, and attitudes that will contribute to their development as mature, able, and responsible Christian men and women to the praise and glory of God.

Reports To: Division Principal

Supervises: Student teachers, aides, volunteers

Spiritual

1. Models a consistent daily walk with Jesus Christ in speech, actions, attitudes
2. Sets example of the importance of prayer, Scripture memorization and study, witnessing, and unity in Christian fellowship
3. Implements "body-life" principles as they relate to the spiritual well-being of students, parents, and staff
4. Follows Matthew 18 and Matthew 5 principles in dealing with students, parents administration, and staff
5. Shows support for the role of parents as primarily responsible before God for their children's education, and assists them in the task
6. Encourages students to accept God's gift of salvation and grow in their faith
7. Emphasizes to students the reality of their self-worth in Christ

Instructional

1. Integrates biblical principles and the Christian philosophy of education throughout the curriculum
2. Demonstrates mastery of the subject matter
3. Uses valid teaching techniques to achieve curriculum goals and promote student learning
4. Teaches classes as assigned by the administrator following prescribed scope and sequence
5. Plans broadly through the use of semester and quarterly plans and objectives and more currently through the use of a lesson plan book
6. Regularly updates the appropriate curricular documents pertaining to teaching assignments
7. 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 or her best work
8. Prepares and submits weekly lesson plans for the administrator's review
9. Employs a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child – spiritual, intellectual, physical, social, emotional
10. Plans, through approved channels, the balanced use of field trips, guest lecturers, and other medial
11. Uses homework effectively for drill, review, enrichment, or project work
12. Assesses the learning of students on a regular basis and provides progress reports as required
13. Keeps proper discipline in the classroom and on the school premises for a good teaching environment

Non-instructional and Professional

1. Cooperates with the board and administration in implementing all policies, procedures, and directives governing the operation of the school
2. Maintains regular and accurate attendance and grade records to meet the demand for a comprehensive knowledge of each student's progress

3. Keeps students, parents, and the administration adequately informed of deficiencies and gives sufficient notice of failure
4. Maintains a clean, attractive, well-ordered classroom
5. Accepts a share of responsibility for extracurricular activities as assigned
6. Utilizes educational opportunities and evaluation processes for professional growth
7. Seeks the counsel of the administrator, colleagues, and parents, and is teachable
8. Provides input and recommendations for administrative and managerial functions in the school
9. Attends and participates in scheduled devotional, committee, faculty, and parent meetings
10. Demonstrates knowledge of procedures for dealing with emergencies
11. Contributes to the general improvement of the school program
12. Refuses to use or circulate confidential information inappropriately
13. Understands the importance of and adheres to the terms of the contract

Personal

1. Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, and perseverance
2. Shows high esteem for others and their time by being punctual
3. Meets everyday stress with emotional stability, objectivity, and optimism
4. Exercises friendliness and consideration, treating students impartially
5. Submits respectfully and is loyal to constituted authority
6. Maintains a personal appearance that is a role model of cleanliness, modesty, and good taste
7. Uses acceptable English in written and oral communication; speaks with clear articulation
8. Develops and maintains rapport with student, parents, and staff to promote a positive learning environment
9. Recognizes the need for good public relations; represents the school in a favorable and professional manner to its constituency and the general public
10. Demonstrates an appreciation and understanding of the uniqueness of the local community
11. Demonstrates commitment and places teaching ministry ahead of other jobs and /or volunteer activities