

Horizon Christian School

700 Pacific Ave

Hood River, Oregon 97031

Phone (541)387-3200 Fax (541) 386-3651

Christian Teacher Job Description

- General Description :** To prayerfully help students learn subject matter, skills, and attitudes that will contribute to their developmental as mature, able, and responsible Christian man and women to the praise and glory of God.
- 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 an evangelical church and shall lead a separated life. He/she shall be a person of spiritual maturity with academic and leadership abilities. The teacher shall reflect the purpose of the school which is to honor Christ in every class and in every activity.
- The teacher shall be one who feels called of God to the teaching position being sought. Other qualifications may be added by the Board as deemed appropriate.
- Contracted By:** Horizon Christian School Board upon recommendation of the principal for one year.
- Responsible To:** Principal/Horizon Christian School Board
- Supervises:** Volunteers and student aides working in his/her classroom.

Responsibilities:

Spiritual

1. Seeks to role-model in speech, actions, and attitudes, a consistent walk with Jesus Christ
2. Shows by example the importance of prayer, Scripture memorization and study, witnessing, and unity in Christian fellowship.
3. Follows the Matthew 18 principle in dealing with students, administration, and staff.
4. Motivates students to accept God's gift of salvation and grow in their faith.
5. Leads students to a realization of their self-worth in Christ.
6. Encourages and directs in Christian service activity.

Instructional

1. Recognize the role of parents as primarily responsible before God for their child's education and assists them in the task.
2. Teaches classes as assigned following prescribed scope and sequence as scheduled by the principal.
3. Plans broadly through the use of the semester and quarterly plans and objectives, and more currently through the use of the lesson plan book.
4. Integrates Biblical principles and the Christian philosophy of education throughout the curriculum.
5. Effects student learning through mastery of the subject material by utilizing valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
6. 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 best work.

7. Employs a variety of instructional aids, methods and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
8. Plans through approved channels the balanced use of field trips, guest lectures, and other media.
9. Uses homework effectively for drill, review, enrichment or project work.
10. Assesses the learning of students on a regular basis and provides progress reports as required.
11. Keeps proper discipline in the classroom and on the school premises for a good teaching environment.
12. Informs the administration if unable to fulfill any duty assigned. Prepares adequate information and materials for the substitute teacher.
13. Maintains a punctual attitude in the classroom and expects classes to begin promptly.

Non-Instructional

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 demands for a comprehensive knowledge of each student's progress.
3. Keeps students, parents, and the administration adequately informed of progress or deficiencies and gives sufficient notice of failure.
4. Maintains a clean, attractive, well-ordered classroom, with attention to bulletin boards, chalk boards, book storage, and furniture arrangement.
5. Supervises extra-curricular activities, organizations, and outings as assigned.
6. Supports the broader programs of the school by attending extracurricular activities when possible.

Professional

1. Utilizes educational opportunities and evaluation processes for professional growth.
2. Seeks the counsel of the principal, colleagues, and parents while maintaining a teachable attitude.
3. Provides input and recommendations for administrative and managerial functions in the school.
4. Attends and participates in scheduled devotional, in-service, retreat, committee, faculty, and P.T.F. meetings.
5. Knows the procedures for dealing with issues of an emergency nature.
6. Contributes to the general improvement of the school program.
7. Refuses to use or circulate confidential information inappropriately.
8. Performs any other duties which may be assigned by the administration.

Personal

1. Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
2. Meets everyday stress with emotional stability, objectivity, and optimism.
3. Develops and maintains rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
4. Respectfully submits and is loyal to constituted authority.
5. Maintains a personal appearance that is a role model of cleanliness, modesty, good taste, and in agreement with school policy.
6. Uses acceptable English in written and oral communication. Speaks with clear articulation.

7. Recognizes the need for good public relations.
Represents the school in a favorable and professional manner to the constituency and general public.
8. Places the teaching ministry ahead of outside or volunteer work.
9. Makes an effort to appreciate and understand the uniqueness of the community.

Evaluation:

Performance of these responsibilities will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.