

Coastal Christian School
JOB DESCRIPTION

Position: **Teacher**

Overview: Performs professional instruction to students in kindergarten through grade twelve that results in Christian integrity and knowledge and skills needed to be a productive citizen with a Christian worldview.

Reports To: Principal

Supervises: Volunteers or Instructional Aides (if any)

Essential Functions of the Position:

- Teaches regularly scheduled classes as assigned by the principal.
- Prepares a positive and effective class environment that supports learning.
- Plans and executes appropriate lessons.
- Uses effective and creative instructional strategies.
- Maintains proper student behavior.
- Maintains appropriate records.
- Supervises students both in and out of class and at student activities.
- Be informed as to the academic, social, and spiritual development of each of his/her students.
- Models good Christian behavior.

Qualifications:

- Have received Jesus Christ as Savior and Lord
- Be a member in good standing of an evangelical church
- Age 21 or older
- Bachelor's degree or greater from an accredited college or university
- Highly Desirable: state teaching credential and/or ACSI credential

Typical Duties and Responsibilities:

1. Bases all teaching, activities, and programs upon the principles taught through the inspired word of God as contained in the Bible. Connects Biblical principles to subject-matter concepts.
2. Translates N.C.C.S. student outcomes into specific objectives for lessons suitable to the age level and developmental needs of the students.
3. Effectively plans learning experiences that help each student achieve curriculum objectives:
 - a. Uses grade level standards and/or school course descriptions in setting long-range objectives and in writing lesson plans.
 - b. Adjusts lesson plans to students' needs.
 - c. Corrects and returns assignments in a timely manner.
 - d. Maintains on-going records of student progress which are used in instructional planning.
 - e. Uses testing and program evaluation data from previous year to improve the instructional program.
 - f. Organizes content into a sequential development of skills.

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4. Uses effective teaching methods and techniques:
 - a. Uses class time well with activities that engage student learning and have a clear purpose.
 - b. Teaches to a specific objectives and makes learning objectives clear to students.
 - c. Uses the effective lesson model including as appropriate introduction, direct instruction, guided practice, and independent practice.
 - d. Monitors student understanding and adjusts instruction appropriately.
 - e. Encourages active student participation in each lesson.
 - f. Provides students with appropriate feedback.
 - g. Assigns appropriate practice activities and homework assignments related to the stated objective.
5. Makes effective use of classroom time:
 - a. Arrives at least a half-hour before class to set up and makes arrangements in advance for materials and equipment.
 - b. Starts promptly
 - c. Organizes routines to maximize instructional time.
 - d. Maximizes time students spend actively engaged in academic tasks of appropriate difficulty.
 - e. Implements an appropriate balance of time devoted to direct instruction versus assigned activities.
6. Maintains accurate, complete, and correct records.
7. Selects the means of assessment to measure students' learning.
8. Administers group-standardized tests to students in accordance with the schools testing program.
9. Motivates students and establishes a climate of love and care that defines responsible Christian behavior for students following the schools guidelines, standards and policies.
10. Keeps current in methods of teaching and the subject area of assignments.
11. Works constructively with colleagues and administration.
12. Performs student supervision before, during or after school duty as assigned by the administration.
13. Attend and participate in scheduled departmental meetings, general faculty meetings, retreats, and PTF meetings.
14. Communicates regularly with the parents about their child's progress and needs.
15. Take advantage of those opportunities that will improve professional development by continuing to read professional materials, take additional college courses appropriate to the job, and attending appropriate workshops and conferences as available.
16. Other related duties as assigned by the supervisor.

This job description in no manner states or implies that all of the duties and responsibilities that are to be performed are listed. This position will be required to follow the instructions and perform the duties that are required by the administrator, supervisor, the personnel handbook, and School Board policies.

Physical Requirements and Working Conditions:

Activity	Occasionally (3 hours)	Frequently (3 or more hours)	Constantly (5 or more hours)
Standing			X
Sitting		X	
Walking		X	
Bending		X	
Squatting	X		

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Kneeling	X		
Climbing stairs		X	
Repetitive hand movement		X	
Reaching/Stretching	X		
Lifting 0-10 lbs.		X	
11-25 lbs.	X		
26-50 lbs.	X		
More than 50 lbs.	NA		

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.
- Require the ability to walk long distances.
- Perform lifting, pushing and/or pulling which does not exceed 25 pounds and is an infrequent aspect of the job.
- Is subject to inside and outside environmental conditions.
- Mental acuity to perform the essential functions of this position.

CCS Statement of Faith:

- I believe the Bible to be the inspired, the only infallible and authoritative Word of God.
- I believe there is one God eternally existent in three persons: Father, Son, and Holy Spirit.
- I believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His bodily return in power and glory.
- I believe in the resurrection of both the saved and the lost; they that are saved unto eternal life, and they that are lost unto everlasting damnation.
- I believe in the spiritual unity of believers in our Lord Jesus Christ.
- I believe in the present ministry of the Holy Spirit who indwells the Christian, empowering him to live a godly life.

This job description is representative of the type of duties of the job and is, therefore, not a comprehensive list of all duties. In addition, the employee will be required to follow the instructions and perform the duties that are required by the principal and personnel handbook.

My signature below signifies that I have reviewed the contents of my job description and the Statement of Faith. I am aware of the requirements of my position and agree with and will support the Statement of Faith.

Employee

Date