

TEACHER JOB DESCRIPTION

GENERAL DESCRIPTION

- GOAL:** Prepare New City Christian School students with a rigorous and excellent Christ-centered education.
- OVERVIEW:** The New City Christian School teacher is a college graduate, a highly skilled instructor and in active pursuit of Christ through educating children.
- CONTRACT:** Contracts are offered for one year by the NCCS Board upon recommendation of the Executive Director and Principal.
- REPORTS TO:** Principal
- SUPERVISES:** Students and classroom volunteers.
- EVALUATION:** Teacher performance will be evaluated annually by the Principal.

REQUIRED 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 zest, courtesy, flexibility, curiosity, integrity, gratitude, optimism, kindness, social intelligence, self-control, grit, and punctuality.
3. Meet everyday stress with emotional stability, objectivity, and optimism.
4. Maintain a personal appearance 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. Notify the administration of any policy he/she is unable to support.
8. Refuse to use or circulate confidential information inappropriately.
9. Place his/her teaching responsibilities ahead of other jobs or volunteer activities.
10. Make an effort to appreciate and understand the uniqueness of each child and his/her community.

ESSENTIAL FUNCTIONS

The teacher shall:

1. Reflect the purpose of the school to prepare New City Christian School students with a rigorous and excellent Christ-centered education.
2. Demonstrate a mastery of their assigned grade's subject material.
3. Cooperate with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
4. Teach classes as assigned, attending to the curriculum as prescribed by the Principal.
5. Integrate the hope of the Gospel throughout the curriculum and classroom activities.
6. Keep proper discipline in the classroom and on school premises to maintain a safe and high quality learning environment.
7. Maintain a clean, inviting, and well-ordered classroom.
8. Prepare and submit weekly lesson plans and maintain broad-scope quarterly and semester plans.
9. Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of each student, challenging him/her to do his/her best work.
10. Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
11. Employ a variety of instructional aids, methods, and materials designed to reach the whole child: spiritual, mental, physical, social, and emotional.
12. Plan, through approved channels, the balanced use of field trips and other lesson-enhancing activities.
13. Prepare weekly drill, review, projects and/or homework assignments to be supervised by parents or tutors.
14. Assess the learning of students on a regular basis and provide parents and the administrations with progress reports as required.
15. Maintain regular and accurate attendance and grade records.
16. Proactively communicate with students, parents, and the administration concerning each student's performance, providing sufficient notice of deficiencies and failure.
17. Represent New City Christian School in a favorable and professional manner to the school's constituency and the general public.
18. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
19. Follow the principles of Matthew 18 in dealing with conflict with students, parents, staff, and administration.

20. Seek the counsel of the Principal, colleagues, and parents while maintaining a teachable attitude.
21. Comply with all New City Christian School policies and procedures. Attend and successfully complete all required meetings/trainings including but not limited to parent conferences, faculty meetings, school functions and trainings.
22. Know the procedures for dealing with emergency situations.
23. Inform the administration in a timely manner if unable to fulfill any duty assigned.
24. Prepare adequate information and materials for substitute teachers and classroom volunteers.

SUPPLEMENTAL FUNCTIONS

The teacher shall:

1. Supervise extracurricular activities, organizations and outings as assigned.
2. Utilize educational opportunities and evaluation processes for professional growth.
3. Support the broader program of New City Christian School by attending extracurricular activities when possible.
4. Perform any other duties that may be assigned by the Principal or Executive Director.

The purpose of this job description is to describe the basic function, major responsibilities/tasks, and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees. This job description is not meant to inhibit employee creativity or innovation. It may be revised when necessary.