

Northshore Christian Academy 2011-2012

Elementary Teacher Job Description



A Ministry Of Northshore Christian Church

5700 – 23rd Drive West, Everett, WA 98203

Phone(425) 407.1119 Fax: (425) 322.2386 www.northshorechristianschools.org

Position Title: Elementary Teacher

Reports To: Principal/Vice Principal

Contract: A signed contract outlining compensation, benefits, review and qualifications shall be on file in the school office.

Mission & Purpose: To teach an elementary school class that is Christ-centered and offers superior education academically, spiritually and socially in a structured, positive environment.

Duties & Responsibilities:

Follow school procedures and policies in administrative and educational matters that are set by the Principal and Church Board. The teacher is responsible for ensuring that these policies and procedures are carried out.

Have the knowledge to teach Bible classes and Christian principals; lead students in prayer and nurture them to develop godly character.

Be responsible for leading a personal lifestyle and character above reproach.

Be accountable for daily curriculum planning and implementation of plans following school adopted learning objectives.

Be responsible for daily instruction of students, integrating the Bible in every subject.

Be accountable to meet the minimum learning objectives for the grade levels taught: to teach, test and re-teach with a variety of materials and resources suitable to the learning situation until reasonable mastery is achieved.

Be responsible for observations, evaluations, testing, reporting, conferencing and record keeping of each student.

Be responsible for the organization of classroom structure and daily orderly maintenance of the classroom environment.

Maintain an attractive environment conducive and related to the educational process and the units and themes being taught.

Establish and maintain a positive working relationship with staff and parents.

Be responsible for classroom discipline and student management in keeping with the school discipline policy.

Submit weekly lesson plans to the principal when requested.

Keep daily plans in easy access in the event that a substitute is needed. A current, updated substitute file of general information of schedule and seating is also required.

Be responsible to guide his/her educational assistant(s) and/or volunteer(s) in their role in the classroom when appropriate.

Be responsible for the safety and health of students in the classroom.

Be responsible to attend all staff and in-service meetings.

Be accountable to participate in parent/family school events as scheduled or requested by principal.

Be responsible to assist in planning and implementation of all school programs and special events.

Be responsible to set up classroom prior to the opening of school as well as year-end clean-up of classroom.

Be responsible to communicate curriculum and activity information to parents regularly.

Be responsible for timely planning of supply needs and informing the principal of these needs.

Conduct oneself in a professional and Christian manner both in and out of the classroom.

Plan and conduct parent/teacher conferences as needed or as scheduled.

Teach scheduled class days and participate in staff development, in-service, preparation and special programs according to annual school calendar.

Become familiar with Northshore Christian Church's Statement of Faith, policies and be supportive of such.

Follow attached "Teaching Foundations" guidelines.

Be at the school at 8:00am until 4:00 pm.

Fulfill other related duties as assigned by principal.

Qualifications:

- Baccalaureate Degree in Education.
- Current and valid Washington State Teaching Certificate applicable to the subject/grades being taught and ACSI certification.
- Ability to move about the school building(s) and campus.
- Ability to communicate effectively and positively with parents, students and a variety of people and personality styles.
- Believe that the Bible is the only inspired, infallible Word of God and is our final authority in all matters of faith, truth and conduct.
- Born again profession of faith in Jesus Christ. Living a moral and consecrated lifestyle.
- Weekly attendance to an evangelical, Bible-based church.

I have read and understand the components of the Elementary Teacher job description.

EMPLOYEE

DATE

SCHOOL PRINCIPAL

DATE

SENIOR PASTOR, NORTHSHORE CHRISTIAN CHURCH

DATE