



Teacher Job Description

Position Title: Teacher

Reports to: Head of School

Employment Agreement: A signed terms of employment shall be on file in the main office.

Mission and Purpose: To partner with the church and assist families by teaching knowledge, wisdom, and virtue from a Christian perspective.

Duties and Responsibilities:

- Follow school procedures and policies in administrative and educational matters set by the Head of School and school board. The teacher is responsible for ensuring that these policies and procedures are carried out.
- Have the knowledge to teach Christian principles, lead students in prayer, and nurture them to develop godly character
- Lead a personal lifestyle that sets a godly example
- Maintain a professional appearance and demeanor
- Attend faculty devotions every morning
- Be accountable for daily curriculum planning and implementation of plans
- Be responsible for daily instruction of students
- Be accountable to meet the minimum learning objectives for the grade levels and subjects 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
- Establish and maintain a positive working relationship with colleagues and parents
- Be responsible for classroom discipline and student management in keeping with the school discipline policies

- Submit weekly lesson plans to the Curriculum Coordinator
- Ensure consistency and order in the classroom during your absence by submitting detailed lesson plans, seating chart, and schedule to office@charlestonchristian.org before 8:00; and maintaining a substitute binder that is current and up to date.
- Supervise all students in your charge and be responsible for their safety and health
- Attend all faculty and in-service meetings
- Participate in school community events as scheduled or requested by Head of School
- Assist in the planning and execution of all school programs and events
- Attend school programs and events
- Be responsible to set up classroom prior to the opening of school as well as end of year clean up of classroom
- Regularly communicate curriculum and activity information to parents via ParentsWeb
- Plan and conduct parent/teacher conferences as scheduled and/or as needed
- Teach scheduled class days and participate in faculty development, in-service, preparation, and special programs according to the annual school calendar
- Be an active contributor in faculty meetings
- Fulfill any other duties as assigned by the Head of School

Qualifications:

- Bachelor Degree in Education or related field
- Ability to move about the school campus
- Ability to communicate effectively and positively with parents, students, and a variety of people are personality types
- Embodiment of the mission of CCS displayed by church membership and agreement with the Westminster Confessions of Faith.