

Job Description: Secondary School Teacher

**Reports To: Secondary School
Principal**

Date March 4, 2008

PURPOSE: The Secondary School faculty teaches and trains the secondary school students inspiring them toward wisdom and godliness.

DUTIES/RESPONSIBILITIES:

1. Teaches whatever class they are assigned to inspiring students to love learning and teaching them effectively **resulting in** students that learn the skill of secondary and the content of the curriculum **by**:
 - a. knowing the material that he is teaching
 - b. holding the interest of the students
 - c. speaking in clear, vivid, language
 - d. meeting students' individual needs
 - e. explaining unknown in terms of known
 - f. challenging but does not exasperate students
 - g. getting students to retain and apply knowledge
 - h. reviewing sufficiently
 - i. creatively planning and teaches a lesson
2. Trains students and has a classroom whose culture and discipline reflect Christ's **resulting in** students who are disciples of Jesus Christ and who self-consciously lives out His life **by**:
 - a. following discipline policies
 - b. having a studious classroom environment
 - c. stopping students from stealing education of other students
 - d. providing understandable standards for expected behavior
 - e. fostering an atmosphere full of enjoying learning
 - f. Avoiding stifling or boring the students
 - g. loving a student even when disciplining him
 - h. maintaining standards of school culture
 - i. making sure students are in uniform
3. Demonstrates the ability to be a good example of Christ-like behavior and professional conduct **resulting in** students who can emulate their teachers behaviors, attitudes and work ethic **by**:
 - a. being punctual
 - b. being compliant
 - c. being responsible
 - d. being a good example for the students
 - e. following staff dress code
 - f. turning in planning timely
 - g. turning papers back to students timely
 - h. keeping clear and readable grade book
 - i. communicating with parents effectively
4. Creating and maintain a neat classroom environment that inspires learning **resulting in** an environment that encourages learning and **by**:
 - a. maintaining a neat and clean classroom
 - b. employing to creatively reinforce an interest in curricular material
5. Using effective teaching methodology **resulting in** students that effectively memorize secondary school curriculum content **by**:
 - a. Using analysis
 - b. Being an excellent example of logic and rhetoric when lecturing.
 - c. guiding discussion and debate

QUALIFICATIONS:

1. This position normally requires a bachelors degree.
2. A teacher should work to constantly expand his abilities by gaining further training in areas of weakness.

SUPERVISORY RESPONSIBILITIES: Teachers supervise their classroom. Teachers having Teaching Assistants supervise their Assistant.

WORK ENVIRONMENT/DYNAMICS: Teacher work in a classroom environment, but also oversee students during recess and lunch.

WORK YEAR: This position is a full-time position that works 9 months a year.

SCHEDULE FOR EVALUATION: Teachers will be evaluated annually by the appropriate principal. A new teacher will have a 60 day evaluation during the first semester of his tenure.

My signature below indicates that I have reviewed this job description, have received a copy of it, and have had an opportunity to prepare an addendum. I understand that I will be evaluated based on my performance of these duties and responsibilities.

Employee Signature

Date