



Job Description

Job Title: Elementary Teacher
Job Status: Regular Full-Time
Department: Elementary
Reports to: Principal

Job Summary

The primary responsibility of the teacher is to effectively communicate and provide for biblical integration in the subject matters of his/her assignment(s). He/she is to serve as a model of Christ-like living. He/she is to teach and demonstrate the character traits of Christ-like living and good citizenship with respect for our American heritage. He/she will maintain effective discipline in his/her classroom, using the guidelines of School Philosophy and Policy.

Duties and Responsibilities

- The teacher is directly accountable to the school principal
- Effectively communicate subject matter
- Assist with the organization of courses of study in cooperation with school objectives
- Prepare a systematic plan for instruction, including a statement of general and special objectives with time allotted for each unit, strategies employed in teaching, the learning process, and methods of evaluation
- Keep accurate, complete, and timely records of students' grades and attendance
- Evaluate/grade fairly and in accordance with grading policies of Modesto Christian School
- Assume responsibility for students assigned to his/her care
- Give prompt attention to routine classroom matters
 - Textbook and equipment records
 - Student records (cumulative folders, report cards, conference records, etc.)
 - Accurate reporting of classroom or activity funds
 - Ventilation, lighting, safety, and health requirements
- Initiate and maintain a line of open communication with parents regarding students' academic and behavioral status
- Supervise and respond to the conduct and welfare of all students on school grounds not under the immediate control/supervision of another teacher or staff member
- Use results of standardized tests to improve his/her teaching
- Attend faculty meetings, school functions, in-service training, etc. as requested
- Conscientiously fulfill all classroom and collateral responsibilities
- Consistently and promptly submit reports, projects, etc.
- Continually upgrade his/her professional competence by attending workshops, seminars, courses, and membership in professional organizations
- Work with teacher's aides assigned to his/her classroom, supervising and monitoring their work and guiding them in effectively assisting in meeting classroom objectives
- Implement varied teaching strategies to address the multiple learning styles of the children in the classroom
- Encourage and plan for parent volunteers in the classroom

Educational Development and Work Related Experience

- Hold a Bachelor of Arts degree from an accredited college or university
- Have or be working toward ACSI Certification or a State Credential
- Understand and be committed to the school's philosophy of Christian education
- Reflect spiritual maturity and show evidence of actively growing in his/her Christian life
- Be an active member or participant of a local evangelical church

Specialized Equipment

- Functional use of computer, including routine software programs, e-mail, and Internet
- Copy machines
- Laminator