

Teacher

Job Description

I. Purpose

Under the supervision of the principal, organize and implement an appropriate Christ-centered instructional program in a secondary learning environment that guides and encourages students to develop and fulfill their academic and/or physical potential.

II. Essential Functions – (The following are intended as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning.
2. Assign and grade classwork, homework, tests and assignments and provide appropriate feedback on work.
3. Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
4. Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
5. Update all necessary records accurately and completely as required by laws and school regulations. Maintain accurate and complete records of students' progress and development.
6. Instruct and monitor students in the use of learning materials and equipment.
7. Maintain discipline in accordance with the rules and disciplinary systems of the school.
8. Participate in extracurricular activities and relevant assigned duties.
9. Participate in department, school, and parent meetings.
10. Participate in continuing education.

III. Qualifications

1. A committed Seventh-day Adventist in a growing relationship with Jesus Christ
2. A strong desire to mentor young people and a willingness to serve others.
3. Degree or 3-5 years experience in subject matter you are teaching.
4. Multi-tasking and organizational skills required.
5. Communicates effectively orally and in writing.
6. Ability to encourage youth of varying backgrounds and abilities
7. Ability to motivate students and work with different learning styles
8. Create a quality learning environment by engaging parents and fostering healthy relationships with students and staff.
9. Have the knowledge of relevant technology.
10. Meet professional teacher education requirements of school, district and state.
11. Performs all other related work delegated or required to accomplish the objectives of the total school program.

IV. Physical Requirements

Regularly required to sit, stand, walk, talk, hear, operate a computer, and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.

V. Work Environment

Usually work indoors in classrooms, sometimes teaching or supervising outdoors
Work very near others, within a few feet or less, amongst youth.