



***CHRISTIAN TEACHER Job Description***

**GENERAL DESCRIPTION**

- Goal:** Through word, conduct, and attitude, the teacher shall prayerfully and skillfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.
- Overview:** The teacher shall be a born-again, college graduate, member of Bay Area Chinese Bible Church or a church of like faith, who feels called of God to teach at Chinese Christian Schools. He/she shall demonstrate Christ-like character, exercise sound Biblical discernment, have a testimony above reproach, be open to instruction and correction, work cooperatively with all staff, and lovingly and compassionately carry out his/her responsibilities as a teacher.
- Responsible to:** Administration
- Supervises:** Student teachers, aides, volunteers, and students.
- Evaluation:** Teacher performance will be evaluated in accordance with provisions found in the Performance Management Program (PMP).
- Salary:** Starting salary of \$33,280 with Medical and Dental benefits for Full Time (30+ hours) employees.

**REQUIRED PERSONAL QUALITIES**

**The teacher shall**

1. Have received Jesus Christ as his/her personal Savior.
2. Be a member in good standing of the Bay Area Chinese Bible Church or a church of like faith.
3. Believe in and hold to the Articles of Faith of the Bay Area Chinese Bible Church and evidence such adherence by signing the Teacher's Covenant, Leadership Covenant, and Christian Role Model Statement.
4. Be a positive Christian role model at all times in attitude, speech and actions toward others. This includes being committed to God's Biblical standards for sexual conduct. Luke 6:40.
5. Show by example the importance of Scripture study and memorization, prayer, witnessing, local church attendance, and unity in the Body of Christ.
6. Be in whole-hearted agreement with the school's Mission Statement and Christian philosophy of education.
7. Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."
8. Have a Bachelors degree from a regionally accredited institution (or from an institution determined to be of an equivalent standard).



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**ADDITIONAL PERSONAL QUALITIES**

**The teacher shall**

1. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
2. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
3. Meet everyday stress with emotional stability, objectivity, and optimism.
4. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy.
5. Use acceptable English in written and oral communication. Speak with clear articulation.
6. Respectfully submit and be loyal to constituted authority.
7. Shall notify the administration of any policy he/she is unable to support.
8. Refuse to use or circulate confidential information inappropriately.
9. Place his/her teaching ministry ahead of other jobs or volunteer activities.
10. Make an effort to appreciate and understand the uniqueness of each student and of the community.

**ESSENTIAL FUNCTIONS**

**The teacher shall**

1. Reflect the purpose of the school which is to honor Christ in every class and in every activity.
2. Motivate students to accept God's gift of salvation and help them grow in their faith.
3. Lead students to a realization of their self-worth in Christ.
4. Cooperate with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
5. Teach classes as assigned following prescribed scope and sequence as scheduled by the administrator.
6. Integrate Biblical principles and the Christian philosophy of education throughout the curriculum and activities.
7. Keep proper discipline in the classroom and on the school premises for a good learning environment.
8. Maintain a clean, attractive, well-ordered classroom.
9. Plan broadly through the use of semester and quarterly plans and objectives, and more currently through the use of a Lesson Plan Book.
10. Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
11. Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
12. Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
13. Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media.
14. Use homework effectively for drill, review, enrichment or project work.
15. Assess the learning of students on a regular basis and provide progress reports as required.
16. Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.



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17. Keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.
18. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
19. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
20. Follow the Matthew 18 principle in dealing with students, parents, staff, and administration.
21. Seek the counsel of the administrator, colleagues, and parents while maintaining a teachable attitude.
22. Attend and participate in scheduled devotional, in service, retreats, committee, faculty, and Parent-Teacher Fellowship meetings.
23. Know the procedures for dealing with issues of an emergency nature.
24. Inform the administration in a timely manner if unable to fulfill any duty assigned. Prepare adequate information and materials for a substitute teacher.

***Physical Requirements to Fulfill the Essential Functions of this Job***

**1. Site Mobility**

A teacher is required to travel to any and all locations on the school site where students or student activities may take place. The current school site consists of approximately 10 acres with uneven grass fields, asphalt and concrete paved surfaces. Supervisory or teaching responsibilities may involve several minutes of walking long distances over various and uneven surfaces to move from one part of the campus to another. In some instances, such as emergencies, this may need to be done at a rapid pace.

**2. Building Mobility**

A teacher is required to travel to any and all locations within the school buildings where students or student activities may take place or to where items may be stored. Access to various building locations may require climbing stairs or ramps, opening doors with automatic closures, negotiating through or around tight spaces and furniture, etc.

**3. Classroom Mobility**

Teachers must be able to write on the chalkboards and prepare bulletin boards of sufficient height so that students, particularly in the back of the room, can see the necessary information. Teachers also need to operate all necessary equipment or controls in their classroom, including but not limited to, light switches, thermostats, accordion doors, telephone intercom, fire alarms, fire extinguishers, towel dispensers, sinks, projection screens, blinds, curtains, etc. Teachers must be able to negotiate tight spaces between chairs, student's belongings, classroom furniture, etc. to circulate among the students for purposes of monitoring and helping students.

**4. School Environment**

Teachers must be able to work outdoors for extended periods over 40 minutes as monitors in warm or cold weather, heavy winds, direct sunlight, heavy fog, etc. Since there is a grass field and some flowers on campus, there will be periods where pollen will be in the air. Teachers will also need to spend a good portion of their time standing or walking to adequately monitor and supervise an area.



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**5. Teaching & Technology Skills**

Teachers must be able to communicate and demonstrate lesson concepts using whiteboards, various equipment and media, and hands-on materials. Teachers should be proficient in the use of office and technology equipment such as copiers, overhead projectors, televisions, DVD players, CD players, computers, LCD projectors, etc.

**6. Administrative/Clerical**

Teachers are required to prepare evaluation reports, fill in forms, keep accurate records, and on numerous occasions, communicate in writing with parents, students, other staff, or the public in general. Teachers will use computer base technology such as email, electronic gradebook, and word processing software to accomplish these tasks.

**7. Supervision**

Teachers are required to actively supervise students within the classroom, out on the playground, and sometimes on the school bus or in other locations for excursions or special activities. A teacher must be able to gather his/her students quickly and quietly and efficiently move them to or from class, the playground, the cafeteria, or other locations as the need arises. On occasion, faculty is expected to participate with students in organized games and activities.

Teachers in the school must have sufficient vision, hearing, mobility, and voice command to allow for active supervision and interaction with students.

**8. Summon Help**

A teacher must be able to quickly summon help when an emergency arises either in the classroom, hallways, or on the playground. They shall have taken first-aid training and be able to communicate knowledgeably with emergency or medical personnel.

Teachers are required to render minimal first aid to students who may be injured while in the classroom, hallways, or on the playground.

**9. Attendance**

Teachers are required to be present every school day from 8:00 A.M. to 4:00 P.M., during faculty meetings and other special functions after school, and occasionally for meetings or other functions in the evening or when school is not in session.

**SUPPLEMENTAL FUNCTIONS**

**The teacher shall**

1. Supervise extra-curricular activities, organizations, and outings as assigned.
2. Utilize educational opportunities and evaluation processes for professional growth.
3. Provide input and constructive recommendations for administrative and managerial functions in the school.
4. Support the broader program of the school by attending extra-curricular activities when possible.
5. Perform any other duties that may be assigned by the administration.