

# Valley Christian School

## Elementary School Teacher Job Description

### Reports to the Elementary Principal

#### Job Summary:

The Elementary School Teacher has the major responsibility of instruction of Biblical integration through the curriculum assigned by the Elementary Principal.

#### I. Responsibilities:

1. Supervise such student's activities as the Principals may assign.
2. Keep student lesson plans, assignments, grades, attendance, and behavior records current using RenWeb. Keep a record of materials and textbooks assigned to students.
3. Complete Curriculum Trak assignments and stay up to date.
4. Regular positive and negative communications with parents regarding their child's progress.
5. Other duties as assigned by the Head of School and/or Elementary Principal.
6. Build Godly, effective relationships with teachers, students, and parents
7. For each class taught a list of ten essential learning outcomes will be written. Every effort will be made to ensure that every student reaches these outcomes and that most will greatly exceed these.
8. Uphold Biblical principles when dealing with students, teachers, and parents.
9. Seek professional development opportunities so that appropriate subject knowledge is attained, best teaching practices are implemented, and personal strengths are maximized in the classroom.
10. Attend teacher meetings, in-services, devotions, and other functions of the school when related to one's own area of responsibility and/or as assigned.
11. Monitor student progress (academic, social, physical, and spiritual) and utilize the information to evaluate the effectiveness of the total school program. Upgrade/change the program if necessary, because of this evaluation.
12. Maintain a safe and positive environment. Be aware and attentive to any special needs of students.
13. Establish a sense of trust and fairness within the classroom.
14. Help establish a positive student culture where diversity is accepted and students learn to respect differences in accordance with Biblical principles, take responsibility for their actions, and exercise leadership.
15. Show, by example, the importance of sharing Christ, studying, and memorizing His Word, and praying.
16. Be a Christian role model in attitude, in speech, and in actions toward others.
17. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
18. Demonstrate a positive attitude toward all situations and relationships.
19. Communicate with parents and students consistently and in accordance with all policies of VCS.

20. Demonstrate active listening engagement and empathy during meetings with parents and students.
21. Meet everyday stress with emotional stability, objectivity, and optimism.
22. Exercise friendliness and consideration, treating students without partiality.
23. Maintain confidentiality regarding all school matters.
24. Maintain a personal appearance that is a role model of cleanliness, modesty, and good taste.
25. Use grammatically correct English in all written and oral communication, including electronic communication. Speak with clear articulation.
26. Represent the school in a favorable and professional manner to its constituency and the public.

## II. Requirements

1. Must agree, sign, and abide by the Ministry of Teaching Document
2. Excellent organization, communication, and leadership skills
3. Required:
  - a. Bachelor's Degree
  - b. ACSI Certification or the ability to obtain the certificate.
4. Highly preferred:
  - a. 3 plus years teaching.
5. Valid First Aid/CPR card
6. Professional appearance and demeanor to publicly represent VCS at required school functions.

## III. Physical Demands:

1. Be able to sit or stand for long stretches of time.
2. Be able to speak and interact with students in a coherent manner.
3. Be able to lift up to 30 lbs.

## IV. Evaluation:

1. Performance of this job will be evaluated in accordance with the provisions of the policy on evaluation of administrative personnel.
2. Job performances will be completed at a minimum of twice per year.

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**Mission Statement:** Valley Christian School exists to partner with Christian families who desire educational excellence, taught through a Biblical worldview, so their children will be prepared for a lifetime of authentic faithfulness and service to Jesus Christ.

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