



**Job Title:** Teacher      **Reports to:** Directly to Head of School; indirectly to division Lead Teacher

**FLSA Status:** Exempt      **Supervises:** Students, classroom volunteers, field trip chaperones

**Job Summary:** The teacher creates and provides effective biblically-based, standards-based, and student-oriented instruction designed to prepare students to fulfill their individual callings in life. This is accomplished in an environment which is always safe, caring, positive, and Christ-honoring.

## **QUALIFICATION REQUIREMENTS**

*In addition to the universal GPCS employee requirements (GPCS Employee Handbook), GPCS Teachers must:*

1. Demonstrate success as a teacher and hold, as a minimum, a bachelor's degree or higher from an accredited college or university;
2. Possess a valid Maine teacher's certification at all times during the life of the contract or have a written plan for addressing the requirement in a timely manner approved by the Head of School;
3. Be proficient in biblical knowledge and principles and able to clearly articulate a comprehensive, consistent, and demonstrable biblical worldview as it relates to teaching and learning;
4. Demonstrate mastery of the material to be taught as well as ongoing commitment to expanding subject expertise;
5. Demonstrate an understanding of effective teaching strategies, curriculum knowledge, and assessment abilities;
6. Be committed to ongoing professional and spiritual growth;
7. Be able to address effectively a variety of learning styles;
8. Be proficient in using computer technology for instructional, administrative, and communication purposes;
9. Possess excellent written and verbal communication skills;
10. Be collegial and collaborative, demonstrating in public and in private appreciation, respect, and deference for others; able to function effectively as part of a team;

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Character and Professional Demeanor**

1. Consistently demonstrates the Fruit of the Spirit—love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control (Galatians 5:22-23)—in teaching, in classroom management, and in interactions with students, parents, and colleagues;
2. Views parents as valued partners who ultimately have the God-given responsibility for the training of their children, communicating effectively and frequently with them;
3. Develops and maintains rapport with students, parents, and staff by treating them with friendliness, dignity, and respect, viewing all humans as bearing God's image (Genesis 1:26) and therefore possessing great worth;
4. Presents a positive image of the school to the GPCS community as well as the outside community, including social networking sites;
5. Is punctual in arriving at school and for appointments such as staff devotions, duties, meetings, and classes;
6. Follows the Matthew 18 and Proverbs 18 Principles in dealing with students, parents, staff, and the administration (see *Employee Handbook*);
7. Maintains a personal appearance that is a role model of cleanliness, modesty, good taste, and in agreement with the *Employee Handbook*.

### **Instructional Duties and Practices**

1. Teaches classes as assigned following the prescribed curriculum and providing weekly lesson plans as required;
2. Integrates biblical truth within the curriculum intentionally, naturally, and consistently, going beyond “moralizing” and proof-texting;
3. Maximizes instructional time by carefully planning content and activities, being well prepared prior to class, which limits down time and transition time;
4. Uses multiple teaching strategies to foster critical inquiry and facilitate higher level thinking development;
5. Learns and implements new instructional skills and practices as changing pedagogy dictates;
6. Actively engages with students during instructional and assessment activities including testing and in-class assignments, providing additional assistance as needed, and proactively encouraging students to seek assistance;
7. Provides frequent and consistent formal and informal assessment of student attentiveness, understanding, and mastery of class content, continuously checking for understanding and adjusting instruction accordingly; posts grades online in a timely manner, keeping students, parents, and administration adequately informed of progress;
8. Utilizes diagnostic feedback from assessment tools to modify unit and lesson plans;
9. Uses homework judiciously and effectively for drill, review, enrichment, or project work;
10. Plans the balanced use of academic field trips, guest speakers, and other media through approved channels;

### **Classroom Practices**

1. Ensures the classroom is well managed, on task, engaging, and inviting;
2. Maintains appropriately high behavioral and academic expectations and assists students in meeting those expectations;
3. Provides a warm classroom atmosphere by building students up and encouraging them to speak positively to and about each other—behavior which is modeled by the teacher;
4. Diligently supervises all students under their care and is vigilant for any signs of bullying, hostile behavior, or abuse of any kind;
5. Addresses inappropriate behavior immediately and consistently using a disciplinary approach that is fair, grace-centered, restorative, reconciling, and in harmony with the school’s policies (see *Family Handbook*);
6. Enforces school policies consistently regardless of his or her opinion about those policies so that families cannot negatively compare one teacher with another regarding enforcement of rules and policies;
7. Knows the procedures for dealing with issues of an emergency nature;
8. Prepares adequate information and materials for a substitute teacher as required;
9. Maintains and reports accurate attendance records;
10. Maintains a safe, clean, organized, and attractive classroom, reporting any damages to the Head of School.

### **General Professional Expectations and Behaviors**

1. Fulfills the GPCS Faculty Annual Christian Education Requirement;
2. Completes mandated reporter training approved by DHHS at least once every 4 years;
3. Attends and participates in staff devotions, in-services, faculty meetings (divisional and general), committees, and special events such as senior graduation and GPCS Association meetings as required;
4. Supervises extracurricular activities, organizations, and outings as assigned;
5. Supports the broader program of the school by attending extracurricular activities when possible;
6. Performs any other duties which may be assigned by the Head of School.

**EVALUATION**

Performance of these responsibilities will be evaluated in accordance with provisions of the Employee Performance Evaluation Policy & Procedures found in the *Employee Handbook*.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

1. Each teacher will bend, stoop, twist, reach, and lift up to 50 pounds in a typical day. He/she might also push, carry, pull, and kneel. Walking and standing take approximately 75% of the day. Walking also includes carrying light objects.
2. Each teacher must be able to climb stairs throughout the building.
3. Each teacher needs to recognize differences in sounds, such as voices that are loud and playful as opposed to loud, angry tones.
4. Each teacher may use up to 100 pounds of force occasionally and up to 10 pounds of force regularly to move objects and/or people.
5. Each teacher must be able to restrain a child if necessary if that child is going to harm him/her self or others.
6. Each teacher must perform tasks while not under the visual supervision of an administrator.
7. Each teacher must handle multiple tasks with energy and good organizational skills.
8. Each teacher must be able to supervise students playing outdoors in different weather conditions. This includes walking or running on uneven surfaces.
9. Each teacher may need to climb on a ladder to display work or reach supplies that are stored over his/her head.
10. Each teacher must be able to speak clearly and see clearly both up-close and at a distance.
11. Each teacher should be able to maneuver in tight spaces such as in between desks.