



Job Summary: The Teacher ministers to the spiritual, intellectual, social, emotional, and physical growth of students (Luke 2:52) by planning, organizing, and providing effective biblically-integrated academic instruction and learning experiences and by modeling how the Christian faith is lived out in every aspect of life (Luke 6:40). The goal is to prepare students to fulfill their own individual callings in life to the glory of God. This is accomplished in an environment which is always safe, caring, positive, and Christ-honoring.

Position Type: Contracted, exempt employee paid on a salaried basis

Hired by: Head of School

Responsible to: Head of School; indirectly to Lead Teacher

Evaluated by: Head of School

Supervises: Students, classroom volunteers, field trip chaperones

SPIRITUAL REQUIREMENTS

It is expected that the Teacher will:

1. Give testimony to having come to personal, saving faith in Jesus Christ, know Him as his/her Lord and Savior (John 3:3, 1 Peter 1:23), and seek to grow spiritually and to live a life consistent with the principles of His Word;
2. Express a conviction of God's calling to become involved in a Christian educational ministry (1 Corinthians 7:21–24);
3. Accept without verbal or mental reservations the school's **Statement of Faith** and philosophy of Christian education and be committed to education based on the biblical worldview;
4. Manifest, by daily example, the highest Christian virtue, serving as a **Christian role model** (1 Timothy 4:12) in attitude, speech, and actions towards others both in and out of school to students (Luke 6:40), parents, and school employees. This includes being committed to God's biblical standards for sexual conduct (Exodus 20:14; Matthew 5:27–28; 15:19; Romans 1:21–27; 1 Corinthians 6:9–20).
5. Faithfully attend and support a local evangelical church whose fundamental beliefs are in agreement with the Statement of Faith of this school (Hebrews 10:25);
6. Work harmoniously with others in a group setting in which there is a desired diversity of denominations, opinions, personalities, and experience (Ephesians 4:1–6);
7. Enjoy serving the needs of children and youth in a school environment, treating students with the same courtesy, kindness, and respect that Christ showed them (Matthew 19:13–15);
8. Consistently demonstrate 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;

PROFESSIONAL REQUIREMENTS

It is expected that the Teacher will:

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 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; particularly word processing, e-mailing, and accessing the Internet;
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;
11. View parents as valued partners who ultimately have the God-given responsibility for the training of their children, communicating effectively and frequently with them;
12. Develop and maintain 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;
13. Present a positive image of the school to the GPCS community as well as the outside community, including social networking sites;
14. Be punctual in arriving at school and for appointments such as staff devotions, duties, meetings, and classes;
15. Follow the Matthew 18 and Proverbs 18 Principles in dealing with students, parents, staff, and the administration (see *Employee Handbook*);
16. Maintain a personal appearance that is a role model of cleanliness, modesty, good taste, and in agreement with the *Employee Handbook*.

ESSENTIAL JOB FUNCTIONS, DUTIES, AND RESPONSIBILITIES

Instructional Duties and Practices

It is expected that the Teacher will:

1. Equip students to understand, to embrace, and to articulate a biblical Christian worldview through which they are able to explore and to evaluate the physical and spiritual world;
2. Integrate biblical truth within the curriculum intentionally, naturally, and consistently, going beyond “moralizing” and proof-texting;
3. Teach students how to analyze claims using critical thinking skills rooted in biblical truth and to develop effective oral and written communication skills to express their conclusions.
4. Teach classes as assigned following the prescribed curriculum and providing weekly lesson plans as required;
5. Maximize instructional time by carefully planning content and activities, being well prepared prior to class, in order to limit down time and transition time;
6. Use multiple teaching strategies to promote curiosity and facilitate the development of higher level thinking;
7. Learn and implement new instructional skills and practices as changing pedagogy dictates;
8. Actively engage 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;
9. Provide frequent and consistent formal and informal assessment of student attentiveness, understanding, and mastery of class content, continuously checking for understanding and adjusting instruction accordingly and utilizing diagnostic feedback from assessment tools to modify unit and lesson plans;
10. Post grades online in a timely manner, keeping students, parents, and administration adequately informed of progress;
11. Use homework judiciously and effectively for drill, review, enrichment, or project work;
12. Plan the balanced use of academic field trips, guest speakers, and other media through approved channels;

Classroom Practices

It is expected that the Teacher will:

1. Ensure the classroom is well managed, on task, engaging, and inviting;
2. Maintain appropriately high behavioral and academic expectations and assist students in meeting those expectations;
3. Provide 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 supervise all students under their care and be vigilant for any signs of bullying, hostile behavior, or abuse of any kind;
5. Address 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. Enforce 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. Know the procedures for dealing with health and safety issues as well as emergency protocols;
8. Prepare adequate information and materials for a substitute teacher as required;
9. Maintain and report accurate attendance records;
10. Maintain a safe, clean, organized, and attractive classroom, reporting any damages to the Head of School.

General Professional Expectations and Behaviors

It is expected that the Teacher will:

1. Participate in the annual curriculum development process as required;
2. Fulfill the GPCS Faculty Annual Christian Education Requirement;
3. Complete mandated reporter training approved by DHHS at least once every 4 years;
4. Attend and participate in annual orientation days, staff in-services, faculty meetings (divisional and general), committees, and special events such as senior graduation and GPCS Association meetings as required;
5. Supervise extracurricular activities, organizations, and outings as assigned;
6. Support the broader program of the school by attending extracurricular activities when possible;
7. Perform 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 REQUIREMENTS TO FULFILL THE ESSENTIAL FUNCTIONS

A separate list of position-specific *Physical Requirements to Fulfill the Essential Functions* is provided to each employee and applicant.

