



Position Title:	Middle School Humanities
Reports to:	Head of Middle School
Position Purpose:	Instruction of Middle School students
Work Hours:	7:30 a.m. – 3:30 p.m.
Work Calendar:	School Year
Vacation Designation:	Teacher

Position Summary: The hallmarks of the teaching environment at Providence Christian School are excellence in academics inspired by a challenging classical curriculum with a biblical world-view; an uncluttered, disciplined atmosphere that focuses on high standards of behavior and Christian character; and a partnership with supportive and involved parents.

Qualifications

- Bachelor or Master's degree with a major in elementary or secondary education preferred.
- Previous experience teaching designated subject, and/or qualified through experience to teach subject.
- Experience teaching in a Christian school.
- Ability to use basic office equipment and computer programs such as Word, Excel, and so forth.

Essential Functions

- Participates in the development and maintenance of vertically and horizontally aligned high school-prep curriculum with colleagues.
- Works with the Humanities department and division to ensure consistent high standards within the instructional program; provides the division head and department chair with a copy of the weekly lesson plan.
- Documents classroom instruction with performance standards and level of mastery required by students.
- Follows policies and procedures concerning grading system, record keeping and communication to parents.
- Informs parents of their child's progress as well as the preparation of progress reports, parent in-person or telephone conference, letters and report cards according to the schedule set by the division head.
- Maintains accurate records and notifies the division head of all tardies and absences, serious accidents or health concerns, and concerns for students' physical or mental safety.
- Arrives to school on time properly attired and well prepared for the instructional day.
- Provides adequate supervision of students at all times in accordance with teacher guidelines.
- Attends professional development opportunities and reads assigned criteria.
- Aids in planning and implementing all areas of financial responsibility related to the department.
- Supports the Student Handbook.
- Attends required school meetings and special events, and follows school rules and policies.
- Fulfills all qualified duties and responsibilities assigned.