



Job Description: Junior High Teacher

"Discipling young people to make a difference in their world"

Job Classification:	Faculty
Provisional Period:	Yearly contract based on annual evaluation
Department:	Junior High
Assignment Category:	Full-/Part-time

Job Description Summary:

The DCS Junior High teacher is one who has a desire to minister to the total child in a teaching environment.

Ministry Description Summary:

He/she has a calling in his/her heart to serve God as a faculty member of DCS; who is assured of his/her personal worth and professional competence, both being in balance with the Scriptures; who leads a consecrated life before the Lord, co-workers, and students, and is a committed follower of Jesus Christ. He/she shows a high degree of professionalism and responsibility in the fulfillment of his/her duties as a faculty member of DCS.

Specific Job Duties:

- Assess the learning of students on a regular basis and provide progress reports as required
- Be familiar with and adhere to all adopted school statements, scope and sequence, school handbooks, and curriculum guides
- Conduct parent-teacher conferences during the school year sufficient to maintain effective school-home communication
- Control, distribute, and inventory applicable school-owned resources (i.e. textbooks, audiovisuals, kits, and equipment) and cultivate in students a respect for those materials
- Cooperate with the board and administration in implementing all policies, procedures and directives governing the operation of the school
- Coordinate off-campus learning experiences
- Develop a positive rapport with both students and parents
- Develop skills in biblical integration throughout curriculum and daily living
- 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
- Facilitate student participation in ACSI competitions (Math Olympics, Spelling Bee, etc.)
- Follow the Matthew 18 principle in dealing with conflict with students, parents, faculty/staff, and administration
- Inform the administration in a timely manner if unable to fulfill any duty assigned; prepare adequate information and materials for a substitute teacher
- Keep proper discipline in the classroom, on the school premises, and out in the community to promote a good learning environment and witness
- Keep students, parents, and the administration adequately informed of progress or deficiencies of student academic work and give sufficient notice of failure
- Know the procedures for the DCS Emergency Response Plan (ERP)

- Maintain a clean, attractive, well-ordered classroom
- Maintain a teachable attitude
- Maintain grades on FACTS (formerly RenWeb), posting weekly, or as mandated by administrator
- Maintain regular and accurate attendance records
- Maintain regular communication with parents
- Maintain regular communication with homeroom parent for scheduling of field trips, special events, and parent participation in the classroom
- Perform duties that may be assigned by the administration (i.e., lunch and/or crosswalk duty)
- Regularly attend and participate in school staff devotions, meetings and applicable in-service sessions
- In collaboration with the Exceptional Student Services staff, implement the documented ESP or Accommodation Plan
- Show professional knowledge and growth through continued study and attendance at appropriate conferences and workshops
- Submit all curriculum documents requested by the administrator
- Support the broader program of the school by attending extra-curricular activities when possible
- Work as team member with other faculty/staff, maintaining a supportive and encouraging relationship with other teachers, and assisting in the development/implementation of programs/processes to enhance the school's overall program
- New Teachers: Attend EEI Branching Out classes

Job Factors:

- **Minimum Education level required:**
 - B.A. or B.S.
 - Currently holds ACSI certification or willing to work towards ACSI certification
- **Minimum experience level required:** Student teaching completed
- **Reports to:** Junior High Administrator
- **Supervision exercised:** Students; mentored teacher, if applicable
- **External contacts:** Parents; outside classroom resource personnel

Specialized Responsibilities:

All 7th thru 8th grade teachers:

- General responsibilities as Homeroom Teacher:
 - Communicate and promote school activities and functions that are applicable to students
 - Attend and supervise school-sponsored activities involving the class that take place off school campus or outside normal school hours
 - Keep class informed of school procedures, rules and policies
 - Minister to any special needs of each student in the class
 - Inform school administration of any serious need of or special commendation given a student/student's family
 - Assist in coordination of, and participate in, year-end class trips as directed by the School Principal
 - Develop and implement a Discipleship Class each semester
 - Facilitates student participation in ACSI competitions (Math Olympics, Spelling Bee, etc.)
 - Coordinate class field trips with other 6th-8th grade faculty/staff

1/14/2025

- Plan and coordinate spring off-campus activity (see curriculum guide for details)

8th grade teacher:

- Homeroom teacher coordinates, assists and participates in 8th grade promotion, 8th grade picnic, and 8th grade year-end class trip