



GRACE CHURCH AND SCHOOL

JOB DESCRIPTION: MATH TEACHER

SUMMARY

Effectively teach mathematics (through AP Calculus BC). Teacher candidates must demonstrate an intricate knowledge of the subject material, understand instructional strategies, demonstrate compelling communication skills, and exemplify an ability to integrate mathematics with biblical truth in accordance with the mission and purpose of Grace Church and School.

Job Title: Math Teacher

Job Status: Full-Time, 10 months

Department: JH-HS

Exempt Status: Exempt

Reports To: Principal

Salary Range: \$52,416-\$64,166

ESSENTIAL FUNCTIONS

- Integrate Scripture into course material consistently during instruction and assessments
- Train students to evaluate the curriculum from a biblical worldview
- Instruct students in the curriculum course curriculum at an appropriate pace, with ongoing assessment of how each student is progressing
- Use formal and informal assessment tools to measure students' progress
- Create lesson plans and organize student lead classroom discussions pertinent to topics focused on each week
- Continually assess students' understanding of concepts and modify lessons as required
- Model initiative, resiliency, and patience for students, while maximizing student experience
- Manage gradebook and evaluate student work in a timely manner
- Abide by all other general duties of a contract teacher
- Conduct all teaching practice and related activities in a professional and Christ-like manner
- Maintain high levels of health and safety for all students and staff

QUALIFICATIONS

- Personal relationship with Jesus Christ and a demonstrable understanding of the gospel.
- Clear agreement with the doctrinal position of Grace Church and School and a firm commitment of a like-minded local church body.
- Functioning member of a local church
- Education: Bachelor's Degree
- Experience: 1 – 3 years
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds
- Effective computer proficiency
- Excellent oral and written command of the English language is required
- Ability to compose, proofread and edit correspondence

- Possess excellent organizational skills
- Exercise confidentiality, good judgment and discernment
- Service oriented and able to interface with many people is mandatory
- Multitasked in an environment with many distractions is a must

WORKING CONDITIONS

- Working Environment: Typical classroom environment, with responsibilities that require the visiting other areas on campus.
- The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.
- Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to lift, pull, push, grasp and bend while lifting up to 30lbs. Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.

ADDITIONAL INFORMATION

Minimum Conditions for Beginning Employment:

Prior to beginning employment, in accordance with Grace Church and School policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment
2. Present verification of their identity and authorization to work in the United States
3. Successfully pass a background investigation

If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.

Grace Church and School is an equal opportunity employer, and it is our policy to maintain a working environment free of discrimination, intimidation, and harassment. This means that Grace does not discriminate with regard to race, gender, national or ethnic origin, color, age, or disability, to the extent required by law. This commitment to equal treatment applies to all aspects of employment, including, but not limited to: selection, training, assignment, promotion, compensation, benefits, transfer, performance evaluation, administration of personal policies, discipline, and discharge. All applicants are extended an equal opportunity to gain employment, and all employees are extended an equal opportunity to progress in their fields of endeavor.

This policy does not waive the ministerial exceptions or any other exceptions to any state or federal legislation, including, but not limited to Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act and the Americans with Disabilities Act.

All Grace Church and School employees must agree with the Statement of Faith as expressed in Article III of the Bylaws. We expect all employees to show respect and sensitivity towards all other employees and to demonstrate a commitment to Grace's equal opportunity objectives. If you observe a violation of this policy, please report it immediately to Administration.

APPLICATION PROCESS

- Applications are located on the website at www.graceschoolsimi.com. Return completed application to hr@gracesimi.com.
- Selection Process: The Human Resources department will review all applications. Selected candidates will be invited to participate in a personal interview process at Grace Church and School. Any expense incurred in connection with these interviews will be the responsibility of the candidates.
- Application Procedures: All documents included in your application remain the sole property of Grace Church and School and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.