



## **Providence Christian School of Texas**

<b>Position Title</b>	Classroom Teacher
<b>Reports To</b>	Head of Lower School
<b>Work Hours</b>	7:30 a.m. – 3:30 p.m.
<b>Vacation Designation</b>	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; a well-ordered atmosphere that focuses on high standards of behavior and Christian character; and a partnership with supportive and involved parents.

### **Qualifications**

- Bachelor's or Master's degree with a major in education preferred.
- Previous experience teaching designated subject or grade level, or extensive professional experience in the designated subject matter.
- Experience teaching in a Christian school preferred.

### **Essential Functions**

- Works with department and division to ensure consistently high standards within the instructional program; provides division head 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, record keeping, and parent communication.
- Informs parents of their child's progress, in addition to conducting in-person or telephone parent conferences, and preparing regular grade reports and narrative comments according to the schedule set by the division head.
- Maintains accurate records and notifies the division office of all tardies and absences, serious accidents or health concerns, and any concerns for students' physical or mental safety.
- Arrives at school on time, properly attired, and well-prepared for the instructional day.
- Performs all carpool, playtime, and other duties as assigned.
- Represents the school at various school events (Grandparents' Day, Graduation, etc.).
- Provides adequate supervision of students at all times in accordance with teacher guidelines.
- Attends professional development opportunities and reads assigned criteria.
- Attends division, alignment, and department meetings.
- Supports the Parent and Student Handbook.
- Demonstrates a willingness to work as part of a team by being service-oriented, flexible, and reliable when helping co-workers accomplish their jobs/tasks at hand.
- Attends required school meetings and special events, and follows school rules and policies.
- Fulfills all qualified duties and responsibilities assigned.

- Participates in developing and maintaining a vertically aligned curriculum with colleagues.

### **Physical Requirements and Work Environment**

- Work in an environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.
- Regularly use near and distance vision.
- Ability to walk quickly and/or run in case of emergency.
- Turn, bend, reach, and occasionally use a ladder.
- Work in varied outside weather conditions during carpool, special activities, and events.