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## **Job Description: Junior High Teacher**

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

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<b>Job Classification:</b>	Faculty
<b>Provisional Period:</b>	Yearly contract based on annual evaluation
<b>Department:</b>	Junior High
<b>Assignment Category:</b>	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 7<sup>th</sup> thru 8<sup>th</sup> 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 6<sup>th</sup>-8<sup>th</sup> grade faculty/staff

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

**8<sup>th</sup> grade teacher:**

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

**Performance Standards/Skills:**

- Proficient in basic computer skills for Word, Excel, Publisher, RenWeb
- Able to utilize keyboard-driven equipment such as computers, calculators, etc.
- Able to operate office equipment such as fax machine, intercom, copy machines, etc.
- Able to operate multiplex phone system 1
- Requires manual dexterity – able to open/close safety doors, operate light switches, door locks & file cabinet drawers
- Writes clearly with all conventional writing tools
- Vision and hearing in normal range (with or without correction)
- Able to access all school areas without difficulty
- Able to lift objects weighing up to 20 pounds (boxes of paper, school equipment)
- Completes individual assignments in a timely manner