



Job Description: High School Teacher

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

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

Job Description Summary:

The DCS teacher is dedicated to biblically based, student-centered learning.

Ministry Description Summary:

He/she has a calling in his/her heart to serve God as a faculty member; 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:

- Develop skills in biblical integration throughout curriculum and daily living
- Develop a positive rapport with both students and parents
- 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
- Assess the learning of students on a regular basis and provide progress reports as required
- Maintain grades on FACTS (formerly RenWeb), posting weekly, or as mandated by administrator
- Maintain regular and accurate attendance records
- Keep students, parents, and the administration adequately informed of progress or deficiencies of student academic work and give sufficient notice of failure
- Follow the Matthew 18 principle in dealing with conflict with students, parents, faculty/staff, and administration
- Maintain a teachable attitude
- Perform duties that may be assigned by the administration
- Show professional knowledge and growth through continued study and attendance at appropriate conferences and workshops
- Regularly attend and participate in meetings and applicable in-service sessions
- 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
- Control, distribute, and inventory applicable school-owned resources (i.e., textbooks, audiovisuals, kits, and equipment) and cultivate a respect for those materials in students
- Coordinate off-campus learning experiences
- Maintain regular communication with parents
- Effectively represent the school, its program, policies and philosophy to the community

- Cooperate with the board and administration in implementing all policies, procedures and directives governing the operation of the school
- Teach classes as assigned, following the prescribed scope and sequence in the curriculum guide and creating effective daily lesson plans
- Keep proper discipline in the classroom, on the school premises, and out in the community to promote a good learning environment and witness
- Maintain a clean, attractive, well-ordered classroom
- In collaboration with the Exceptional Student Services staff, 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
- Support the broader program of the school by attending extra-curricular activities when possible

Job Factors:

- **Minimum Education level required:** BA or BS degree
- **Minimum experience level required:** 2+ years, *preferred*
- **Reports to:** HS Administrator
- **Supervision exercised:** Students; mentored teacher, if applicable
- **External contacts:** Parents; outside classroom resource personnel

Specialized Responsibilities:

- Supervise extra-curricular activities, organizations and outings as assigned

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