



Job Description: K-6 Teacher

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

Job Classification:	Faculty
Provisional Period:	Yearly contract based on annual evaluation
Department:	K-6
Assignment Category:	Full-time

Job Description Summary:

The DCS K-6 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; 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
- Teach classes as assigned, following the prescribed scope and sequence in the curriculum guide and creating effective daily lesson plans
- Use and update Pacing Guide documents regularly
- 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 Trimester Portfolios (K-4); and Report Cards (5th and 6th) as required
- Maintain grades on FACTS (formerly RenWeb), posting weekly, or as mandated by administrator
- Maintain regular and accurate attendance records
- Maintain regular communication with homeroom parent for scheduling of field trips, special events, and parent participation in the classroom
- 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
- Know the procedures for the DCS Emergency Response Plan (ERP)
- Perform duties that may be assigned by the administration (i.e., lunch or crosswalk duty)
- Inform the administration in a timely manner if unable to fulfill any duty assigned; prepare adequate information and materials for a substitute teacher

- Show professional knowledge and growth through continued study and attendance at appropriate conferences and workshops
- Regularly attend and participate in school staff devotions, 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 in students a respect for those materials
- Coordinate off-campus learning experiences
- Maintain regular communication with parents
- Effectively represent the school, its program, policies and philosophy to the community
- Cooperate with administration in implementing all policies, procedures and directives governing the operation of the school
- 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, implement the documented ESP or Accommodation Plan
- Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy
- 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
- Facilitate student participation in ACSI competitions (Math Olympics, Spelling Bee, etc.)
- New Teachers: Attend EEI Branching Out classes

Job Factors:

- **Minimum Education level required:**
 - B.A. or B.S. in education
 - Currently holds ACSI certification or willing to work towards ACSI certification
- **Minimum experience level required:** Student teaching completed
- **Reports to:** PS-6 Administrator
- **Supervision exercised:** Students; mentored teacher if applicable
- **External contacts:** Parents; outside classroom resource personnel

6th Grade Only:

- Participate in and coordinate year-end camp.

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