



125 Christian School Rd. Hollsopple, PA 15935

814-288-2588

## **JOB DESCRIPTION: CLASSROOM INSTRUCTOR**

### **General Description**

The successful candidate for this position will be expected to instruct students within a general education or special education classroom. Candidates should be fully qualified to teach in the area of application. Knowing that JCS accepts all types of learners, the instructor should be aware that every class will consist of a variety of students all seeking to learn and grow in the subjects being taught. The classroom instructor shall help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God. A mature believer, the Classroom Instructor shall reflect the purpose of the school to honor Christ at all times.

**Hired by:** Mrs. Celeste Sprankle, Administrator; Mr. Scott Mack, Board President

**Responsible to:** Ms. Margaret Adkins, Dean of Students (Middle School & High School) or  
Mrs. Melinda Hodges (Elementary) or Mrs. Kathy Shook (Special Education)

**Evaluated:** An annual written evaluation is provided by Supervisor

**Type of position:** This is a one year, full-time position which may be renewed annually based on performance and budget constraints, exempt employee that is paid on a salaried basis.

### **Required Spiritual Qualities**

It is expected that the Classroom Instructor will:

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Believe and actively support the school's statement of faith (attached).
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being

committed to God's biblical standards for sexual conduct.

- Evidence the fruit of the Spirit in dealing with people.
- Actively participate in a local evangelical church.

### **Required Professional Qualities**

It is expected that the Classroom Instructor will ...

- Hold a bachelor's degree from an accredited postsecondary institution in the field for which application is being made.
- Hold ACSI certification or be willing to participate in a program to complete the requirements for certification within a specified time period.
- Demonstrate a reasonable level of computer literacy, having a basic proficiency in doing word processing, e-mailing, and accessing the Internet.
- Possess evidence of other adequate preparation, background, or experience as determined by the school administrator.

### **Required Personal Qualities**

It is expected that the Classroom Instructor will ...

- Sign and live by the school's lifestyle statement (attached) as a condition for employment and continued employment in this ministry.
- Be an enthusiastic visionary, an encourager, and a self-starter with a high energy level.
- Demonstrate sensitivity toward staff, parent, volunteers, and children, and an ability to interact effectively with them.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the classroom and school.
- Develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
- Defend principles and conviction in the face of pressure and partisan influence.
- Recognize her or his mistakes and take measures to correct them.
- Be a team player.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to constituted authority.
- Make an effort to appreciate and understand the uniqueness of the community.
- Place her or his school ministry ahead of other jobs or volunteer activities.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste

consistent with school policy.

## **Essential Job Functions—Accountabilities**

### **Spiritual Leadership**

- o Have a conviction that God has called her or him to Christian school ministry.
- o Reflect the purpose of the school, which is to honor Christ in every class and in every activity.
- o Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- o Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.
- o Motivate students to accept God's gift of salvation, and be a Christian witness and role model to them in order to help them grow in their faith.
- o Lead students to a realization of their self-worth in Christ.
- o Ensure that the classroom work environment is Christian-based, nurturing, wholesome, and loving.
- o Work with the administration and staff to address the spiritual formation needs of the students.

### **Academic Leadership**

- o Have a thorough knowledge and understanding of the Christian philosophy of education that will provide leadership and guidance in the school's development of and commitment to a Christian worldview.
- o Have knowledge of the school's curriculum, standards, and mission.
- o Integrate biblical principles and the Christian worldview throughout the curriculum and activities.
- o Teach classes as assigned following the prescribed scope and sequence as scheduled by the administration.
- o Ensure that his or her school classroom reflects a professional and Christian environment.
- o Have knowledge of the physical/emotional development of children—particularly at the age level of the children being taught—and understand the problems they face.
- o Plan broadly through the use of semester and quarterly plans and objectives, and more currently through the learning management system.
- o Plan a program of study that as much as possible meets the individual needs, interests, and abilities of the students, challenging them to do their best work.
- o 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.
- o Plan through approved channels the use of field trips, guest speakers, and other media for a balanced classroom.
- o Use homework effectively for drill, review, enrichment, or project work.

- o Regularly assess the learning of students, and provide progress reports as required.
- o Respond in a timely manner to parent complaints and to parent requests for help or information.
- o Participate in formal and informal parent-teacher conferences.
- o Participate in continuous professional development through professional reading, college course work, in-services, workshops, and conferences.

### **Administrative Leadership**

- o Have the ability to accomplish the goals and objectives assigned by the school administration and school policy.
- o Help the staff, students, and volunteers function efficiently, effectively, and productively.
- o Understand supervision, both upward and downward, and how to lead in a positive manner.
- o Provide a good learning environment by keeping proper discipline in the classroom and throughout the school premises.
- o Meet regularly with other staff members to ensure coordination of programs and prompt problem resolution.
- o Provide input as needed for the school master calendar through the Dean of Students.
- o Maintain a physical presence with the students by attending and, when possible, participating in school chapels, assemblies, athletics events, and other presentations.
- o Plan for substitute teachers when needed, and assist them in successfully carrying out their responsibilities.
- o Participate in beginning-of-year staff orientation, staff devotionals, staff meetings, and parent/teacher fellowship meetings.
- o Respect professional ethics that require confidentiality concerning the sharing of information about children, parents, or staff.
- o Maintain regular and accurate records of attendance and grades to meet the demands for a comprehensive knowledge of each student's progress.
- o Keep students, parents, and the administration adequately informed of student progress or deficiencies and give sufficient notice of student failure.
- o Know the procedures for dealing with emergency situations in the classroom and school. Conduct required emergency safety drills in coordination with school leadership.
- o Report to the appropriate individuals any campus safety, health, and maintenance needs that are observed.
- o Inform the administration in a timely manner if unable to fulfill any assigned duty.
- o Deal directly and frankly with the school administration in an earnest effort to resolve differences of opinion when they exist.

### **Additional Duties or Responsibilities**

It is expected that the classroom instructor will ...

- Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
- Participate in the school's development programs and activities in areas of constituency relations, fund-raising, and student recruitment and retention.
- Supervise extracurricular activities, organizations, and outings as assigned.
- Support the broader program of the school by attending extracurricular activities when possible.
- Involve parents in prayer and volunteerism as appropriate.
- Maintain a clean, attractive, and well-ordered classroom.
- Participate in the end-of-year school closing process, such as the inventorying of textbooks, furniture, and equipment.
- Perform any other duties that may be assigned by the administration.