



230 Garland St. W
West Salem, WI 54669

POSITION: High School Teacher
SUPERVISOR: Principal

STATUS: Exempt
DATE: May 2023

Job Summary:

Create a safe, constructive, productive God-honoring environment that focuses on helping each students grow in all areas including socially, emotionally, academically and spiritually. Plan instruction that meets the needs of all students by differentiating instruction and following student accommodation plans.

Required Spiritual Qualities

It is expected that the High School Teacher will:

- Acknowledge Christ as Savior and seek to live his or her 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 Belief** (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 daily living. This includes being committed to God's biblical standards for personal conduct, marriage, and sexual activity.
- Demonstrate evidence of the fruit of the Spirit when interacting with others.
- Share their Christian faith with others.
- Regularly attend a local, Bible-believing church.

Required Professional Qualities

It is expected that the High School Teacher will:

- Hold an education degree from an accredited postsecondary institution or is willing to actively participate in a program that begins within 18 months of hire.
- Hold ACSI teacher certification or participate in a program to complete the requirements for certification within 18 months of hire.
- Demonstrate a reasonable level of computer literacy. Basic proficiency is needed in word processing, e-mailing, and accessing the internet. The classroom teacher should be able to use a website to upload, create, and

submit documents. The classroom teacher will be expected to use a Student Information System for tracking attendance, posting homework and grades, posting lesson plans, working through a curriculum map, and communicating with families.

Required Personal Qualities

It is expected that the High School Teacher will:

- Sign and live by the School's **Lifestyle Statement (attached)** as a condition for employment and continued employment in this ministry.
- Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."
- Be an enthusiastic visionary, encouraging, self-starter with a high energy level.
- Remain committed to partnering with parents/guardians in the education of students.
- Demonstrate a sensitivity and ability to interact effectively with staff, parents, volunteers, and children.
- 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 his or her own 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.
- Seek to appreciate and understand the uniqueness of the community.
- Place his or her school ministry ahead of other jobs, coaching or volunteer activities.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.
- Be able to meet the physical demands of the position as outlined on the Physical Requirements of This Position grid or negotiate reasonable accommodations with Supervisor

Essential Job Functions - Accountabilities

It is expected that the High School Teacher will:

Spiritual Leadership

- Serve as a model to students of how a spiritual leader within a classroom or school community practices Spiritual disciplines and demonstrates fruits of the Spirit in everyday situations.
- Encourage the spiritual growth of students.

- Participate in preparation and delivery of Bible lessons.
- Participate in staff Bible studies
- Integrate a Christian Worldview into daily instruction

Academic Leadership

- Plan, prepare, and deliver instructional activities
- Create a positive learning environment for students to learn in
- Provide on-time supervision (duty) to students to ensure a safe school environment
- Read and stay abreast of current topics in education
- Participate in ongoing professional development
- Utilize various curriculum resources
- Utilize curricula that reflect the diverse educational, cultural, and linguistic backgrounds
- Establish and communicate clear objectives for all learning activities
- Review student's formative, summative and standardized assessments and use data to drive instruction
- Understand strengths and weaknesses of their students and have ability to communicate these to parents, administration and other support staff
- Manage student behavior in the classroom by invoking established disciplinary procedures

Administrative Leadership

- Create instructional resources for use in the classroom
- Write daily lesson plans and post to Lesson Planner weekly or as requested by Supervisor.
- Integrate standards, goals, and objectives into lesson plans
- Meet course and school-wide student performance goals
- Post homework assignments, grades and student comments to SIS and report cards within an established timeline.
- Participate in review and evaluation of curriculum. Pass along order requests for materials annually.
- Communicate regularly via newsletter, phone, email, and/or text with parents about student celebrations, struggles, missing work, learning concerns and under performance in coursework.
- Prepare, in advance, for special education consults, evaluation meetings, annual service plan and accommodation plan meetings.

Working Relationship and Scope:

Reports directly to the Supervisor noted above. Interacts with school staff, students, families, and volunteers.

Acknowledgment:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by their Supervisor. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability. I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed & Signed name of Employee

Date

Printed & Signed name of Supervisor

Date

