



## **CISP Teacher Job Description**

**Position:** Teacher

**Reports to:** Principal

**Classification:** Paid / Volunteer

**Full-time/Part-time:** FT or PT

**Mission:** The teacher is the primary instructor and caregiver to the students during the school day. The teacher shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians.

### **Employee Profile:**

Spiritually, the employee shall possess characteristics that reflect:

- An understanding and support of the vision, mission, and philosophy of CISP;
- A clear testimony as a follower of Jesus Christ;
- A mature, godly spirit;
- A person of faith and prayer.

Personally, the employee's life shall reflect:

- A lifestyle of biblical integrity;
- A spirit of dedication, commitment, flexibility, responsiveness and compassion;
- A spirit of even-temper and forgiveness as well as asking for forgiveness when needed;
- The ability to listen and respond to authority and wise counsel.
- Agreement with CISP's Staff Code of Conduct and Statement of Faith.

Active participation in a local Christian church community is required.

### **Duties and Responsibilities:**

- Follow the established curriculum guides and curriculum unit plans in developing lesson plans that meet current academic expectations and objectives.
- Integrate biblical principles and a Christian philosophy of education throughout the curriculum and activities.
- Honor Christ in every activity and lesson presented.
- Follow the guidelines, rules and expectations of teachers in the Staff Handbook.
- Maintain a clean, disciplined well-ordered classroom.
- Utilize valid and varied teaching techniques to achieve curricular 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.
- Prepare well-written course materials.

- Maintain accurate daily attendance and grade records to document student progress. Regularly assess student learning. Provide progress reports/report cards and student evaluations.
- Keep students, parents and the administration adequately informed of progress or deficiencies and give sufficient notice of course/class failure or the concern of failure as required by CISP policy.
- Develop and maintain rapport with students, parents, and staff.
- Follow the Matthew 18 principle in dealing with students, parents, staff and administration.
- Respectfully submit and be loyal to constituted authority.
- Attend and participate in scheduled devotional, in-service, retreats, TEAMS, all-staff, department, professional development, Christian Philosophy of Education and parent/teacher meetings as required.
- Understand and implement the procedures for dealing with issues of an emergency nature.
- Keep all student, staff and family information confidential as directed.
- Monitor and supervise, and at times, participate with students on school grounds, on field trips, including recess, beginning of school day, end of school day and other educational settings.
- Cooperate with the Board and Administration in implementing all policies, procedures, and directives governing the operation of the school.
- 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.
- Perform any other duties that may be assigned by the administration.

**Qualifications/skills:**

- Bachelor's Degree or equivalent from an accredited institution;
- Possess or will possess a valid teaching license/certificate or is willing to work toward an ACSI Teacher Certification;
- Possess evidence of other adequate preparation, background, or experience as determined by the school administrator;
- Possess or will possess Christian Philosophy of Education requirements determined by school policy;
- The ability to meet deadlines;
- Strong organizational and communication skills;
- Ability to work and cooperate with other staff members, parents and students;
- Self-motivated.