



300 North 17<sup>th</sup> Street  
Moorhead, MN 56560  
Phone (218) 236-0500  
Fax (218) 236-7301

*Position Classification:*        **Christian Teacher**

Type of Position: (Mark Two)    Exempt    Nonexempt    Salaried    Hourly

*Immediate Supervisor:* Principal

## **POSITION SUMMARY**

### **Purpose:**

The Christian Teacher will prayerfully help students learn subject matter, skills and attitudes that will contribute to their development as mature, able and responsible Christian men and women to the praise and glory of God.

### **Contracted by:**

Park Christian School Board upon recommendation of the President and Principal for one school year from in service days in late August to the last day of school in the first part of June (183 days) on a full-time basis.

**Evaluation:** Teacher performance will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel and this job description.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the personal qualities, knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **POSITION REQUIREMENTS**

### **Education and/or Experience:**

The Christian Teacher shall be a college graduate and be state certified.

### **Certificates, Licenses, Registrations:**

The teacher must possess a valid certificate/license in the area for which he/she is hired to teach. If he/she is certified /licensed to teach in another state, the teacher must agree to a process for obtaining a Minnesota or North Dakota certificate/license depending on the state assigned to teach in the Park Christian School system. The PCS Administration reserves the right to make exceptions to this certification requirement.

The Christian Teacher is required to obtain ACSI Certification within the period outlined by the PCS administrative policies.

**Required Personal Qualities: The teacher**

1. Has received Jesus Christ as his/her personal Savior.
2. Believes that the Bible is God's Word and standard for faith and daily living.
3. Is a Christian role model in attitude, speech and actions toward others. This includes being committed to God's Biblical standards for sexual conduct. Luke 6:40
4. Is in whole-hearted agreement with Park Christian School's Statement of Faith and Christian philosophy of education and is willing to sign PCS's Statement of Faith.
5. Maintains a close personal walk with the Lord evidenced by example and spiritual leadership among peers and with co-workers.
6. Shall be a person of spiritual maturity with academic abilities and leadership qualities that will allow him/her to "train up a child in the way he should go."
7. Shall reflect the purpose of the school that is to honor Christ in every class and in every activity.
8. Lifestyle that shall demonstrate a love for the Lord as evidenced by his/her commitment to live in accordance with His Word.
9. Shows by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
10. Observes the Matthew 18 principle in dealing with students, parents, faculty, staff and administration.
11. Is a member or regular attender in good standing at a local evangelical church that has a statement of Faith in agreement with the school's Statement of Faith.

**Additional Personal Qualities: The teacher**

1. Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance and punctuality.
2. Meets everyday stress with emotional stability, objectivity and optimism.
3. Maintains a personal appearance that is a Christian role model of cleanliness, modesty, professional, and in good taste complying with school policy.
4. Uses excellent English in written and oral communication. Speaks with clear articulation.
5. Respectfully submits and is loyal to constituted authority.
6. Refuses to use or circulate confidential information inappropriately.
7. Develops and maintains rapport with students, parents, and staff to promote a positive learning environment.
8. Recognizes the need for good public relations and represents the school in a favorable and professional manner to the constituency and public.
9. Makes an effort to appreciate and understand the uniqueness of the community.
10. Notifies the administration of any policy he/she is unable to support.
11. Places his/her teaching ministry ahead of other jobs or volunteer activities.

**ESSENTIAL FUNCTIONS:****Professional functions: The teacher**

1. Has the ability to work independently with little supervision.
2. Has versatility and adaptability to varying job demands, constantly changing workflow and classroom environment.
3. Has sufficient organizational and filing skills so as to not detract from the teacher's ability to provide effective instruction and attention to educational matters.
4. Possesses a high degree of loyalty to Park Christian School and the administrative staff.
5. Possesses good discretion and sound judgment.

6. Is sensitive to the needs of others such as office staff members, teachers, and students.
7. Maintains regular and accurate attendance and grade reports to meet the demands for a comprehensive knowledge of each student's progress.
8. Keeps students, parents and the administration adequately informed of deficiencies and gives sufficient notice of failure.
9. Maintains a clean, attractive, well-ordered classroom.
10. Accepts a share of responsibility for committee service as assigned.
11. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
12. Promptly attends and participates in scheduled devotional, in-service, retreats, committee, faculty, and Parent/Teacher Fellowship meetings.
13. Maintains established school hours.
14. Treats each person with respect and courtesy.
15. Utilizes educational opportunities and the evaluation process for professional growth.
16. Seeks the counsel of the administrators, colleagues and parents while maintaining a teachable attitude.
17. Provides input and recommendations for administrative and managerial functions in the school.
18. Knows the procedures for dealing with issues of an emergency nature.
19. Contributes to the general improvement of the school program.
20. Will not cause or allow any practice, activity, decision, or instructional circumstance that is either unlawful, imprudent, or in violation of commonly accepted professional ethics or in violation of the Statement of Faith of PCS.
21. With respect to interactions with current or potential student families, shall not cause or allow conditions, procedures, or decisions which are unsafe, undignified, unnecessarily intrusive, unbiblical, or which fail to provide appropriate confidentiality or privacy.
22. Uses methods of collecting, reviewing, transmitting, and storing student information that protects against improper access to the material.
23. Shall not authorize corporal punishment for any student.
24. Shall not allow presentation of sex education materials or programs that are not abstinence-based in context and matter.
25. Follows the administrative grievance policy and procedures for resolution of student, parent, and employment issues.
26. Maintains a safe environment for students both inside and outside the school building. Follows all safety precautions outlined in the Teacher's Handbook.
27. Cooperates with the Board and Administration in implementing all policies, procedures, and directives governing the operation of the school.

**Spiritual: The teacher**

1. Is a role model to students, seeking to role model in speech, action and attitude a consistent daily walk with Jesus Christ by praying, memorizing scripture, studying God's Word, witnessing, living in unity and seeking Christian fellowship.
2. Endeavors to set an example in speech, life, love, faith and purity of Christ-likeness. (2 Cor. 6:3)
3. Actively pursues a growing relationship with God through regular prayer and Bible study.
4. Demonstrates spiritual maturity, a teachable spirit and has a clear conscience before God and man.
5. Implements "body-life" principles as they relate to the spiritual well-being of students, parents and staff.

6. Recognizes the role and responsibility God has given parents to train their children and therefore seeks to include the parents in educationally interactive ways.
7. Develops opportunities for students to accept God's gift of salvation and challenge Christian students to grow in their faith.

**Instructional: The teacher**

1. Integrates Biblical principles, the actual Word of God and the Christian philosophy of education throughout the curriculum and activities.
2. Effects student learning through mastery of the subject material and utilization of valid teaching techniques to achieve curriculum goals.
3. Teaches classes as assigned and scheduled by the Administration, using a prescribed scope and sequence.
4. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
5. Plans a program of study that, as much as possible, meets the individual needs, interests and abilities of the students, challenging each to do his/her best work.
6. Prepares and submits weekly lesson plans for the supervising grade level Principal's review and approval.
7. Employs a variety of teaching styles, instructional aids, methods and materials that will provide for creative teaching to reach the whole child - spiritual, mental, physical, social and emotional.
8. Plans through approved channels the balanced use of field trips, guest lecturers and other media.
9. Uses homework effectively for drill, review, enrichment and/or project work.
10. Assesses the learning of students on a regular basis and provides progress reports as required. Also assess the effectiveness of his/her teaching on a regular basis and make changes for improvement.
11. Keeps proper discipline in the classroom, on field trips, and on the school premises for a good teaching environment.
12. Previews all videos, movies and instructional materials to screen inappropriate information prior to instruction/presentation. Follows appropriate copyright legal guidelines in the usage of instructional material.
13. Assists in the diagnosis of learning disabilities of students on a regular basis, seeking the assistance of specialists as required.

**Supervision: The teacher**

1. Maintains direct supervision of classroom students while supervising ET students, practicum students, student teachers, aides, and volunteers.
2. Equips ET students, practicum students, student teachers, aides, and volunteers to follow routine and emergency school procedures.
3. Maintains a positive student learning environment while using practicum students, ET students, student teachers, aides, and volunteers.
4. Previews all objectives, procedures, materials, and assignments/assessments that will be presented by ET students, practicum students, student teachers, aides, and volunteers.
5. Provides effective feedback to practicum students, student teachers, ET students, aides, and volunteers.
6. Uses proper forms and procedures to secure practicum students, student teachers, ET students, aides, and volunteers; and to communicate with college, university and Park Christian School supervisors.

7. Trains and supervises practicum students, student teachers, aides, ET students, and volunteers in the use and care of instructional technology (copy machines, computers, projector's, TV's, manipulatives, etc.) before they are asked to use them independently.
8. Ensures that all volunteers have completed the required paperwork and training prior to engaging them in volunteer activities.

#### **Supplemental Functions: The teacher**

1. Supervises extracurricular activities, organizations, and outings as assigned.
2. Supports the broader program of the school by attending extracurricular activities when possible.
3. Performs any other duties that may be assigned by the Administration.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee will sit, walk, stand, talk and hear. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; reach with hands and arms, and stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision and depth perception. The employee must occasionally lift and/or move up to 50 pounds.

**WORK ENVIRONMENT:** *The work environment described here is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

#### **EMPLOYMENT AND EVALUATION**

The introductory period (trial period) will last up to 90 days. With satisfactory completion of the introductory period, an evaluation will be conducted by the Principal. Principal evaluations will be conducted at regular intervals thereafter.

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The Christian Teacher must agree that Scripture dictates standards of sexual behavior. We believe that any sexual activity outside of the marriage bond is sin (Hebrews 13:4). Furthermore, because marriage is a covenantal relationship between one man and one woman, any sexual activity outside of the marriage relationship is defined by the Bible as fornication (Matthew 19:4-5). Fornication is sin. We believe that any form of sexual immorality that deviates from the biblical standard, such as adultery, pornography, homosexual behavior, premarital sex, bisexual conduct, bestiality, any attempt to change one's sex, or disagreement with one's biological sex, is sinful and offensive to God (1 Corinthians 6:9-10, 13, 18-19;

Exodus 20:14; Matthew 15:19; Romans 1:26-27). Any such behavior violates the requirement of being a Christian role model. Such deviation from scriptural standards is grounds for termination.

The Christian Teacher may be released at any time, whether it be during the introductory period or after, if his/her work is unsatisfactory or if there is a failure to comply with policies and standards set for by Park Christian School.

**SALARY AND BENEFITS**

**Teacher Salary schedule** \$42,500 – \$60,000 depending on education and experience.

**Benefits:** Health Insurance, HSA, Flex Plan, Dependent Care, Dental Insurance, Vision Insurance, L-T Disability Insurance, Life Insurance, 401(k) Retirement Plan, Paid Personal Leave, Paid Sick Leave and Tuition Discount.

