



TEACHER JOB DESCRIPTION

GENERAL DESCRIPTION

- GOAL:** Prepare students at Downtown Academy with a rigorous and excellent Christ-centered education that develops in them the knowledge and the character foundation to rightly pursue their purpose in glorifying God.
- OVERVIEW:** The Downtown Academy teacher is a college graduate, a highly skilled instructor, and in active pursuit of Christ through educating impoverished children.
- CONTRACT:** Downtown Ministries Board upon recommendation of the Head of School for one year.
- REPORTS TO:** Head of School
- SUPERVISES:** Student teachers, Assistant Teachers, volunteers, and students.
- EVALUATION:** Teacher performance will be evaluated in accordance with the provision of the Board's policy on Evaluation of Professional Personnel.

REQUIRED PERSONAL QUALITIES

The teacher shall:

1. Have made a public profession of Christ as his/her Savior from the penalty of sin.
2. Hold to the Bible as God's holy, unchanging, inerrant, Word and the standard for faith and daily living.
3. Reflect Christ in attitude, speech, and actions towards others.
4. Be a member in good standing of a local Christian church whose statement of faith is concurrent with that of Downtown Academy.
5. Demonstrate the importance of Scripture study and memorization, prayer, theology, and unity in the Body of Christ.

ADDITIONAL PERSONAL QUALITIES

The teacher shall:

1. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
2. Demonstrate the character qualities of zest, courtesy, flexibility, curiosity, integrity, gratitude, optimism, kindness, social intelligence, self-control, grit, and punctuality.
3. Meet everyday stress with emotional stability, objectivity, and optimism.
4. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy.
5. Use acceptable English in written and oral communication. Speak with clear articulation.
6. Respectfully submit and be loyal to constituted authority.
7. Notify the administration of any policy he/she is unable to support.
8. Refuse to use or circulate confidential information inappropriately.
9. Place his/her teaching responsibilities ahead of other jobs or volunteer activities.
10. Make an effort to appreciate and understand the uniqueness of each child and his/her community.

KNOWLEDGE. CHARACTER. PURPOSE.

ESSENTIAL FUNCTIONS

The teacher shall:

1. Reflect the purpose of the school to provide an excellent and rigorous Christ-centered education that builds knowledge, character, and purpose.
2. Demonstrate a mastery of the subject material.
3. Cooperate with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
4. Teach classes as assigned attending to the curriculum as prescribed by the Head of School.
5. Integrate the hope of the Gospel throughout the curriculum and activities.
6. Keep proper discipline in the classroom and on the school premises for a safe and high-quality learning environment.
7. Maintain a clean, inviting, and well-ordered classroom.
8. Plan broadly through the use of semester and quarterly plans and objectives; prepare and submit lesson plans as required.
9. Plan 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.
10. Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
11. 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.
12. Plan, through approved channels, the balanced use of field trips, guest lecturers, and other media.
13. Prepare weekly drill, review, and enrichment or project homework assignments to be supervised by parents or tutors.
14. Assess the learning of students on a regular basis and provide parents and the administrations with progress reports as required.
15. Maintain regular and accurate attendance and grade records to meet the demands for comprehensive knowledge of each and all students' progress.
16. Proactively communicate with students, parents, and the administration concerning each student's performance, providing sufficient notice of deficiencies and failure.
17. Recognize the need for good public relations. Represent the Downtown Academy in a favorable and professional manner to the Downtown Academy's constituency and the general public.
18. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
19. Follow the principles of Matthew 18 in dealing with conflict with students, parents, staff, and administration.
20. Seek the counsel of the Head of School, colleagues, and parents while maintaining a teachable attitude.
21. Comply with all Downtown Academy policies and procedures. Attend and successfully complete all required meetings/trainings including but not limited to parent conferences, faculty meetings, devotions, school functions and trainings.
22. Know the procedures for dealing with emergency situations.
23. Inform the administration in a timely manner if unable to fulfill any duty assigned.
24. Prepare adequate information and materials for a substitute teacher.

SUPPLEMENTAL FUNCTIONS

The teacher shall:

1. Supervise extracurricular activities, organizations and outings as assigned.
2. Utilize educational opportunities and evaluation processes for professional growth.
3. Provide input and constructive recommendations for administrative and managerial functions at Downtown Academy.
4. Support the broader program of Downtown Academy by attending extracurricular activities when possible.
5. Perform any other duties that may be assigned by the Head of School.

PHYSICAL REQUIREMENT

The teacher shall:

1. Handle work which deals mostly with people, objects, equipment in a general setting; depth perception and field of vision are important.
2. Bend, stoop, twist, turn, reach, lift (up to 50 pounds), carry, pull, push, climb, and kneel; walking and standing approximately 50-75% of each day.
3. Recognize differences in sound, such as voices/noises that are loud and playful instead of angry and combative; ability to differentiate tones and volumes in conversation.
4. Use up to 100 pounds of force occasionally, and/or up to 10 pounds of force continuously to move objects and/or people.
5. Perform child restraint as necessary if that child is going to harm themselves or others.
6. Perform duties with moderate to no supervision though the supervisor is usually available; most tasks are governed by standard practices, however some are not; therefore, innovative thinking is required.
7. Handle multiple tasks with energy and good organizational skills.
8. Drive assigned vehicle with appropriate state driver's license; follow all laws applicable.
9. Be familiar with CPR and First Aid practices.
10. Maintain sufficient good health to properly discharge duties consistently; employees who have an infectious disease or skin lesion shall not be permitted to work for the duration of the communicability in the hallways or in other places in the building as they move from one location to another location.

The purpose of this job description is to describe the basic function, major responsibilities/tasks, and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees. This job description is not meant to inhibit employee creativity or innovation. It may be revised when necessary.