

JOB DESCRIPTION

TITLE	TEACHER, PreK-12
REPORTS TO	NCCS Administrator (Principal)
TERMS OF EMPLOYMENT	Annual Contract

PROFESSIONAL GOALS

Use professional, leadership and management skills to support the Administrator in an effort to develop, achieve and maintain the best possible educational program supporting the mission, vision and beliefs of the NCCS Society and students.

OVERVIEW

The TEACHER at North Clackamas Christian School (NCCS) supports the Administrator in the education operations on campus.

ORGANIZATIONAL RELATIONSHIP

The TEACHER is hired by the Administrator of North Clackamas Christian School and is directly accountable to the Administrator. The responsibilities of the position will entail regular contact and good working relationships with the Administrator, NCCS Society members, faculty, staff, students, and relevant external organizations.

PERSONAL CHARACTERISTICS

The TEACHER must have a relationship with Jesus Christ as Lord and Savior as evidenced by the following spiritual attributes:

- A mature Christian who accepted Jesus as personal savior
- Applies biblical truths to everyday life decisions
- Demonstrates a reliance on God to make tough decisions, overcome obstacles, and not settle for less than God's best
- Willingness to submit first to God and then to the authority of the Administrator and NCCS Board
- Demonstrates honesty and reliability
- Attends and is involved in the ministry of a local church
- Exhibits leadership through serving the school
- Knows how to lead a young person to faith in Jesus Christ
- Has a love for the Word of God
- Is a compassionate, kind, loving, approachable Christian, while at the same time evoking the respect of students, parents and colleagues

PROFESSIONAL QUALIFICATIONS

Education / Certification

Must be a skilled educator who meets the following professional criteria:

- Holds a current education license OR certificate (teacher)
- Holds a Bachelor and/or Master degree
- Maintain First Aid and CPR certification

- Complete required safety training outlined by Administrator
- Complete Philosophy of Christian Education requirement (ACSI) by end of 3rd year at NCCS

Professional Experience (Preferred)

- Complete a Teacher Education Program, including a student teaching experience
- 2+ years of experience working with students in an education or ministry setting

RESPONSIBILITIES

The TEACHER must be able to accomplish, participate, and support certain operations at NCCS as assigned by the Administrator:

- Understand the purpose, philosophy and objectives of Christian school education.
- Be committed to carrying out the major focus of the school – teaching students and honoring God through the ministry.
- Understand the application of biblical principles in education, including biblical worldview integration in subjects taught.
- Develop syllabi for each class taught. Share and use this document with students and parents.
- Develop weekly lesson plans and share those with the Administrator by Monday at 8 am.
- Develop a classroom management system or plan, appropriate for the age of students and dynamics of the class. Share and use this document with students and parents.
- Follow safety procedures and expectations, and understand responsibilities of the teacher.
- Use school resources responsibly, with fiscal and ethical considerations, following guidelines and expectations.
- Recognize and analyze problems and develop potential solutions.
- Follow through on communications (email and phone), whether the sender or receiver. Check messages daily and provide follow up.
- Manage time effectively, prioritizing needs and problems.
- Understand and be able to articulate curriculum- including content, organization, development.
- Effectively and regularly use a Student Information System (SIS), at the teacher/user level.
- Effectively and regularly use curriculum mapping, using a computerized program (ATLAS), and following the expectations of this vital process for curriculum at the school. Updates to be done annually.
- Be committed to instructional improvement, including the use of *Enhancing Professional Practice* (Danielson) for professional development and observation.
- Complete the annual observation and evaluation process with an administrator, while understanding that informal observations will also be included in this process throughout the year.
- Be willing to assist the school toward Association of Christian Schools International (ACSI) and Cognia accreditation.
- Use Google Classroom, Google Meet, and Google docs (and extensions) as a means to deliver, enhance, and manage classroom/school activities. Other online programs/systems are not permitted, unless given an exception granted by the Administrator.
- Support student learning through effective use of school resources (technology, curriculum, assessments, MAP, etc...).
- Monitor academic progress of students, support and communicate needs as they arise.
- Provide timely feedback to students. Grading of work should be communicated within a week and entered into the school's grading system. Additionally, conferences/communication with students and parents should be a regular part of the feedback loop on learning.

- Manage the student information system effectively at the teacher level, as a means for reporting student grades, attendance, and communication.
- Use technology as a tool to deliver instruction and communication effectively and appropriately.
- Proctor student assessments (i.e. MAP) with fidelity, and be able to interpret/communicate results.
- Provide necessary data in the development of Student Support Plans, in coordination with the Dean of Students and parents, as needed.
- Be an active participant in the department and faculty as a whole. Attend scheduled meetings (including devotions, department meetings, faculty meetings, and trainings), and be on time and engaged.
- Be present at the school daily, 7:30am-4pm, according to the school calendar days of operation.
- Lead, encourage, support and disciple students, including the provision of spiritual leadership and vision in the pursuit of the NCCS mission and purpose.
- Fulfill the role of representative and ambassador for NCCS. Be mindful of the Christ-like image that an employee of the school must maintain whether at the school or away from the school campus.
- Tend to any responsibilities, necessary and proper, as assigned by the Administrator for the well-being of the school. (ex. Open House, Community Events, Professional Development, Concerts, Graduation)

Personnel Handbook

This document will provide specific information for employment expectations.

Parent and Student Handbook

This document will provide specific information for the operations of the school.