



GENERAL JOB DESCRIPTION

Job Title: **Teacher**

Responsible to: Head of School or their designee

Job Summary: Plan, organize and implement the schools biblically based instructional program in a learning environment that guides and encourages students to develop and fulfill their academic potential.

Work hours: 7:30-3:30 PM

- **This is a full time, exempt position.**
- **180 contract days based on school calendar.**
- **Teachers are expected to attend all after school events (elementary/secondary appropriate) such as parent teacher conferences, concerts, graduation ceremonies, etc.**

Major Duties and Responsibilities:

1. Develop daily and weekly lesson plans.
2. Establish and communicate clear objectives for all learning activities.
3. Prepare classroom and class activities that includes biblical integration in all subject areas.
4. Provide a variety of learning materials and resources for use in educational activities.
5. Identify and select different instructional resources and methods to meet students' varying needs.
6. Instruct and monitor students in the use of learning materials and equipment.
7. Use relevant technology to support instruction.
8. Observe and evaluate students' performance and development.
9. Assign and grade class work, homework, and tests.
10. Provide timely academic and social feedback to parents as needed.
11. Maintain accurate and complete records of students' progress.
12. Manage student behavior and maintain discipline in the classroom by establishing and enforcing rules and procedures.
13. Participate in appropriate school meetings, parent meeting, and devotions.
14. Communicate necessary information regularly to students, colleagues and parents regarding students' progress and student needs.
15. Stay current with subject area, teaching resources and methods and making relevant changes to instructional plans and activities.
16. Other responsibilities may be assigned depending on grade level and/or subject being taught by the HOS or their designee.

Qualifications

- Bachelor's degree or higher from an accredited college/university in education or related field
- Maintain AACS teacher certification.
- Computer skills required (Google, MS Word, Excel, Google, etc.)
- Must pass pre-employment background check.
- Ability to handle average-weight objects up to 20 pounds and some standing or walking.
- Must be in full agreement with the MVCS Faculty/Staff Handbook including Doctrinal and Lifestyle Statement
- Must be a born-again believer demonstrating a growing relationship with Christ Jesus and regularly attend a like-minded evangelical church.

Faculty member

Date