

**Slavic Christian Academy  
NWASBC District Office  
8913 N. Nettleton Ln.  
Spokane, WA 99208  
Ph: 509-924-4618  
Fax: 509-467-4942**

## **Christian Teacher Job Description**

### **General Description –**

To 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.

### **Qualifications –**

The teacher shall be one who has received Jesus Christ as Savior and Lord. The teacher shall be a member in good standing of an evangelical church and shall lead a separated life. He/She shall be a person of spiritual maturity with academic and leadership abilities that will allow him/her to “train up a child in the way he should go.” The teacher shall reflect the purpose of the school, which is to honor Christ in every class, and in every activity.

### **Contracted By –**

The NWASBC Education Board upon the recommendation of the SCA Superintendent and Local School Administrator for one year offers contracts.

### **Responsible To –**

Administrator

### **Supervises –**

Student teachers aides and volunteers

### **Responsibilities –**

- **Spiritual**
  1. Seeks to role-model in speech, actions and attitudes a consistent daily walk with Jesus Christ
  2. Shows by example the importance of prayer, Scripture memorization and study, witnessing and unity in Christian fellowship

3. Follows the Matthew 18 principle in dealing with students, parents and administration and staff
  4. Motivates students to accept God's gift of salvation and grow in their faith
  5. Leads students to a realization of their self-worth in Christ.
- **Instructional**
    1. Recognizes the role of parents as primarily responsible before God for their child's education and assist them in the task
    2. Teaches classes as assigned following prescribed scope and sequence as scheduled by the principal
    3. Plans broadly through the use of semester and quarterly plans and objectives, and more currently through the use of a Lesson Plan Book
    4. Integrates biblical principles and the Christian philosophy of education throughout the curriculum
    5. Effects student learning through mastery of the subject material by utilizing valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy
    6. Plans a program of study that, as much as possible, meets the individual needs, interest and abilities of the students challenging each to do his best work.
    7. Employs 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
    8. Plans through approved channels the balanced use of field trips, guest lecturers and other media
    9. Uses homework effectively for drill, review, enrichment or project work
    10. Assesses the learning of students on a regular basis and provides progress reports as required
    11. Keeps proper discipline in the classroom and on the school premises for a good teaching environment
    12. Informs the administration if unable to fulfill any duty assigned – prepares adequate information and materials for the substitute teacher
  - **Non-Instructional –**
    1. Cooperates with the SCA Superintendent and Local School Administrator in implementing all policies, procedures, and directive governing the operation of the school
    2. Maintains regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress
    3. Keeps students, parents, and the administration adequately informed of progress or deficiencies and gives sufficient notice of failure
    4. Maintains a clean, attractive, well-ordered classroom
    5. Supervises extra-curricular activities, organizations and outings as assigned
    6. Supports the broader program of the school by attending extra-curricular activities when possible

- **Professional**

1. Utilizes educational opportunities and evaluation processes for professional growth
2. Seeks the counsel of the principal, colleagues and parents while maintaining a teachable attitude
3. Provides input and recommendation for administrative and managerial functions in the school
4. Attends and participates in scheduled devotional, in-service, retreat, committee, faculty and P. T. F. meetings
5. Knows the procedures for dealing with issues of an emergency nature  
Contributes to the general improvement of the school program
6. Performs any other duties which may be assigned by the administration

- **Personal**

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. Develops and maintains rapport with students, parents and staff by treating others with friendliness, dignity and consideration
4. Respectfully submits and is loyal to constituted authority
5. Maintains a personal appearance that is a role model of cleanliness, modesty, good taste and in agreement with school policy
6. Uses acceptable English in written and oral communication – speaks with clear articulation
7. Recognizes the need for good public relations – Represents the school in a favorable and professional manner to the constituency and general public places the teaching ministry ahead of outside or volunteer work
8. Makes an effort to appreciate and understand the uniqueness of the community

## **Evaluation**

Performance of these responsibilities will be evaluated in accordance with provisions of the NWSBC Education Board's policy on Evaluation of Professional Personnel.