

Ann Arbor Christian School Job Description: Teacher

This teacher job description clarifies the guiding principles for all staff of the school, and the roles and responsibilities of the classroom teacher, but is not a stand-alone document. The Vision, Mission and Guiding Principles of the school provide overarching principles, and the AACS Teacher Handbook provides more of the daily detail that a teacher requires. Finally, Article II of the AACS By-laws, Principles and Objectives, formalizes a teacher agreement which briefly touches on many of the topics included in the other three aforementioned documents.

Guiding Characteristics

Maintain a Christ-centered focus

- Recognize that Ann Arbor Christian School is Christ's school and that all school activities are to glorify God.
- Nurture student and staff spiritual growth and discipleship through praying, worshiping and studying Scripture.
- Encourage students and staff to develop a fervent love for the Lord Jesus Christ and a desire to serve Him throughout their lives.

Encourage excellence among teachers and staff

- Seek opportunities for professional growth.
- Foster a spirit of collaboration, sharing new ideas and asking for help when needed.
- Demonstrate leadership, sound judgment and tactfulness.
- Encourage teamwork, express personal opinions while respecting the opinions of others, and accept and support group decisions.

Partner with parents in a Christian community

- Actively involve parents in the education of their children and ensure open communication between parents and staff.
- Build a caring community recognized for loving God and loving our neighbor as ourselves.
- Show genuine respect for the worth and dignity of each child.

Operate the school with integrity and Christian love

- Follow God's Law and all governmental laws that apply to K-8 education.
- Implement Biblically-based conflict resolution throughout the school community as needed.
- Exercise fiscal responsibility through creative stewardship of our community's resources.
- Reflect a spirit of Christian love in all dealings.
- Share and communicate the vision of the school to the community at large

Roles and Responsibilities

1. Spiritual Leadership

- Prepare and challenge students to be ambassadors of Christ in the world.
- Lead or facilitate classroom devotions.
- Actively participate in and occasionally lead school chapels.
- Guide students toward a reformed Christian worldview, as outlined in “Our World Belongs to God”, by integrating faith into academic subjects.

2. Instructional Planning

- Ensure that lessons are integrated with reformed Christian worldview, as outlined in “Our World Belongs to God”.
- Conduct long range planning – ensure that the entire curriculum is taught and appropriately paced over the year, following correct scope and sequence.
- Conduct short range planning – set goals and pace for each week, and each unit.
- Plan activities that reach a variety of learning styles and needs of students.
- Ensure that appropriate and varied assessment tools are used to assess student progress.
- Plan appropriate educational experiences such as special speakers, field trips, specials days, etc.
- Select and organize an appropriate set of resources, maintaining equipment and supplies.
- Evaluate how the curriculum meets state benchmarks in coordination with the school principal and the Education Committee.
- Promote interactive, hands-on learning and skill development, integrated across subject areas.
- Plan class work and assignments that reinforce or extend student learning in ways that are meaningful and developmentally appropriate.

3. Classroom Instruction

- Demonstrate knowledge and understanding of the subject matter being taught.
- Use knowledge of child development to reach students, varying instructional methods as needed.
- Implement the existing curriculum and show creativity in extending or enhancing the curriculum.
- Share and implement best teaching practices.
- Show an enthusiasm for learning, and use teachable moments as they present themselves.
- Present content and assignments in a way that is clear and understandable.
- Develop and maintain accurate records of student progress.

4. Student-Teacher Interactions

- Recognize each student’s uniqueness, and challenge students to fully develop the spiritual, intellectual, artistic, and physical gifts God has given them.

- Establish and maintain a rapport with children.
- Identify and provide for individual students' needs, including referrals for a special needs assessment if necessary.

5. Classroom Management

- Facilitate and model Biblically-based conflict resolution and problem solving.
- Organize the classroom for learning.
- Implement fair, firm and consistent disciplinary procedures in a Christlike manner.
- Set clear expectations for student behavior.
- Keep the classroom neat, orderly and attractive, involving the students when possible.

6. Professional Growth

- Maintain your current teacher certification.
- Continuously pursue activities that advance professional development.
- Keep up to date with best teaching practices and educational theory.
- Evaluate professional knowledge in the context of a reformed Christian worldview to ensure that student learning promotes discipleship.
- Set professional goals annually with the school principal.

7. Interactions With Parents

- Partner with the parents in the education of their children.
- Support and participate in parent-teacher activities.
- Communicate regularly with parents, including a weekly newsletter, parent-teacher conferences, and other informal means.
- Clearly communicate the best times of day and methods for communication with parents. Respond to parent concerns or questions in a timely manner.

8. Interactions With The Community

- Share and communicate the school's vision to the community at large.
- Assist with school programs, committees, and events, as coordinated by the principal.

9. Teacher-Teacher Interactions

- Work with pod colleagues to coordinate student learning experiences.
- Communicate effectively and appropriately with peers.