

## Job Description

Position: High School Teacher

Supervisor: Principal

Summary: Jr/Sr High Teachers will be responsible for planning and implementing the educational program for the classes and activities in their particular discipline and other areas that they are assigned to teach. The program will be designed to enhance students' cognitive, emotional, physical, social, and spiritual growth according to academic ability, developmental readiness, and other issues affecting the lives of students. Teachers will communicate all pertinent information to parents in order to include them as a significant contributor to their child's scholastic experience, and demonstrate Christian principles while accomplishing these tasks.

### I. Qualifications:

- A. Must have successfully fulfilled the requirements for a Bachelor's Degree in Secondary Education or a related field with a minimum of 18 credits in the theory of secondary education; or two years of successful secondary teaching experience and a Bachelors Degree in a related field and working to fulfill the 18 credits of theory requirement.
- B. Must be Public School or Private School Certified or working toward Certification
- C. Must be immunized and in good health as determined by a medical doctor.
- D. Teacher must be able to demonstrate the attributes required to be a positive Christian role model for students and families.
- E. Must possess strong communication skills, enabling him/her to work effectively with the Center Director, immediate supervisor, and the ICVCFCC Board of Directors.
- F. Should be able to demonstrate communication and organizational skill's appropriate for coordinating parent involvement and activities.

### II. Responsibilities:

- A. Position requires 40 hours per week as scheduled by supervisor.
- B. Teacher must plan and implement a daily educational program for students in the classes and activities they are scheduled to teach.
- C. Teacher will evaluate and record each student's educational, developmental, and personal progress.
- D. Teacher will communicate to parents the developmental and educational progress of their child using regularly scheduled parent meetings and other appropriate contact methods as required.
- E. Teacher will coordinate parental involvement in the educational program as it is needed and appropriate; and in conjunction and cooperation with the principal and Parent-Teacher Fellowship conduct regularly scheduled group parent meetings.
- F. Teacher will maintain accurate records and inventory of materials and supplies used and will report to his/her supervisor for requisition of additional supplies and materials
- G. Teacher will maintain a clean and orderly classroom.

- H. Teacher will perform other tasks related to the effective operation of their particular grade level in the educational program at the ICVCFCC.
- I. Teacher will abide by the policies and procedures as defined by the ICVCFCC Board of Directors.

### III. Evaluation

- A. Teacher will participate in a minimum six-month probationary period during which time she/he will receive two supervisory evaluations. After the successful completion of two three-month evaluations, he/she will participate in a formal evaluation procedure every year thereafter.

Revised: November 6, 2000