

FREMONT CHRISTIAN SCHOOL
JOB DESCRIPTION: TEACHER
Revised 4/25/2022

I. GENERAL DESCRIPTION

Generally, the teacher is responsible for planning and implementing an appropriate educational program for the children assigned to his/her class, following the guidelines of the school approved curriculum and course of study. The teacher is also responsible to fulfill assigned duties and tasks, attend designated professional development and school events, and abide by the terms of contract and policies of the school as found in the corporate policy manual, staff and instructional handbook, student-parent handbook, and all other documents.

II. PERSONAL AND PROFESSIONAL QUALIFICATIONS

- A. Be a born again, consecrated Christian, supporting the purpose and goals of Fremont Christian School as given by the FCS Head of School and Lead Team.
- B. See their role as a minister of the Gospel of Jesus Christ through K-12 education
- C. Have and teach a Christian worldview
- D. Have a knowledge and understanding of the philosophy and objectives of the Christian School.
- E. Communicate clearly and regularly with parents, peers and administrative staff
- F. Be agreed that if at any time during the period of employment the teacher finds himself/herself out of harmony or sympathy, or in discord or disagreement with the philosophy standards, or administration of the school, the teacher will immediately make that fact known to the administrator. The teacher further agrees to voluntarily withdraw from this employment or be subject to termination if the discord, disagreement, or lack of harmony continues.
- G. Possess an ACSI standard teaching certificate as well as a clear California Teaching Credential or out-of-state equivalent. Or, in the case of an emergency hire without a valid teaching credential, teachers not possessing a valid teaching credential will need to be enrolled in an educational program beginning no later than the second year of employment.
- H. Attend church services regularly in an Evangelical Christian church of choice and submit documentation annually confirming this attendance.
- I. Agree to and practice the terms of employment as described in the corporate policy manual

III. PROFESSIONAL RESPONSIBILITIES

- A. Serve as a minister of the Gospel of Jesus Christ through personal behavior
- B. Continually develop biblical integration in teaching practice for the benefit of the student body.
- C. Be familiar with and abide by the policies and procedures of the school as presented in the TK-12 Instructional Handbook as well as Campus and HR Handbooks
- D. Attend designated school events
- E. Attend designated meetings
- F. Be a promoter of the school, informed about all areas of the school and ready to speak highly of them at all times
- G. Communicate well about educational strategies and curriculum choices at FCS to help inform parents and others

- H. Maintain a clean, attractive classroom that displays and encourages student learning
- I. Utilize best practices in all classroom instruction including the GLAD framework and differentiation based on the MAP assessment
- J. Participate in faculty devotions and special functions to promote sincere harmony
- K. Participate fully in curriculum development
- L. Participate fully in professional development
- M. Act as a respectful problem solver
- N. Participate and contribute to the overall program and extra-curricular activities for students at the school.
- O. Fulfill all expectations as given from the FCS Lead Team
- P. Provide for the spiritual growth of the students with evangelistic endeavors including, prayer, counseling, and participation in practical Christian ministry.
- Q. Be prompt to class and maintain the daily schedule
- R. Submit attendance records as required
- S. Supervise students for appropriate individual and group behavior at all times
- T. Lead extra-curricular activities as assigned
- U. Aid facilities personnel by training students to keep their surroundings clean and in good use
- V. Maintain appropriate student records including attendance, grades, discipline, and spiritual growth, submitting documentation as required
- W. Provide for the safekeeping and accounting of all school owned resources, including but not limited to technology, classroom textbooks, and teacher resources.
- X. Submit an inventory of resources, technology, books, classroom furniture, and equipment, at the end of the year
- Y. Request all expenditures using proper procedures.
- Z. Plan for and make effective use of parent volunteers, assigned classroom volunteers or student aids.

IV. **CLASSROOM AND INSTRUCTIONAL RESPONSIBILITIES**

The following items are intended as a general description of classroom and instructional responsibilities and should not be interpreted as a comprehensive list. The role of a teacher is broad, varied, and responsive to the overall needs of the students and the school program.

- A. The teacher is generally responsible to present with appropriate method and preparedness the prescribed curriculum or course of study of assigned students through both in-person instruction and distance learning, such as the situation and/or course requires.
- B. Through reviewing of cumulative records, class observations, parent conferences or appropriate evaluation instruments, assess the strengths and weaknesses of each student academically, emotionally and spiritually in order to best meet student needs.
- C. Maintain a well-disciplined, pleasant and stimulating online or physical classroom environment (as the situation requires) conducive to optimum participation in reaching spiritual as well as educational goals and objectives.
- D. Prepare daily, weekly, and unit lesson plans using backwards design.
- E. Develop units of study, maintaining proper documentation to augment and contribute to the evolution of an ever growing and improving curriculum.
- F. Be committed to research based best practices, staying abreast through personal study of material in many forms (print, electronic, video, etc.)

- G. Develop a positive rapport with parents and keep them apprised of the development of their child, including but not limited to distinct talents and gifts, classroom contributions, behaviors, and social interactions.
- H. Demonstrate an enthusiasm for the content by integrating engaging learning activities and real-world applications when appropriate
- I. Maintain an ACSI requirements at all times
- J. Maintain a CA State Teaching Credential at all times (out of state credentials must be kept current and converted within the first three years of employment)

V. PHYSICAL EXPECTATIONS

- a. Stand continuously 3- 4 hours per day
- b. Move about a classroom continuously 2-3 hours per day
- c. Sit continuously 2-3 hours per day, or more when distance teaching is required
- d. Reach above shoulder level, occasionally
- e. Lift books, boxes, paper, other supplies up to 10 lbs, 10% of work time
- f. Bending throughout day
- g. Repetitive use of hands throughout day
- h. Work at a computer 2-3 hours per day, 3-5 hours when distance teaching is required
- i. Use of head and neck in static positions, twisting, looking up, or looking down 5-6 hours per day
- j. Frequency of interpersonal relationships necessary, 100% of work time
- k. Frequency of stressful situations necessary, 50% of work time
- l. Walk on uneven ground, occasionally
- m. Other activities appropriate to the supervision and instruction of 30 children for 6+ hours per day either in-person or through distance teaching.

VI. EVALUATION

Evaluations are done in a variety of forms in order to develop expert teachers by raising the level of consciousness about instructional content, instructional technique, classroom management, and classroom design. The exact methods, models and forms involved in the evaluation process will change as needed.

Please sign indicating that you have the ability to carry out all of the expectations, responsibilities, and duties identified on this document.

Signature _____ Date _____