

## Position Description

**Job Title:** Upper School Teacher

(Grade(s): \_\_\_\_\_ Subject(s): \_\_\_\_\_

**Reports To:** Head of School

**Position Status:** Full Time - Exempt

**Overview:** The Upper School Teacher is the primary point of contact for Upper School students and parents regarding daily academic assignment and progress in the grade and subject matter taught by the teacher. The Upper School Teacher works with the Upper School Academic Dean and Head of School by providing input on curriculum materials, curriculum guides, and academic programs.

### 1. Qualifications/Competencies:

#### SPIRITUAL AND PERSONAL

The individual's life should reflect the following:

- A clear Christian testimony
- Committed to and growing in Christ as evidenced by: accountability to a local Christian fellowship; Christian commitment in personal and professional life; maturing biblical worldview
- A mature, godly spirit and practitioner of Matthew 18 model (see Employee Handbook)
- The qualities of a servant leader
- Confidential and discerning
- Professional demeanor
- Able to speak the truth in love
- Works well with others in distinct and/or shared roles
- Accountable to authority; understands jurisdiction
- Concurs with MAVB Statement of Faith/Core Values (see Employee Handbook)
- Concurs with MAVB Statement of Marriage, Family, and Human Sexuality (see MAVB website)
- Upholds MAVB stated mission (see Employee Handbook)
- Supports MAVB Philosophy of Education (see Employee Handbook)
- Free of criminal history and illicit use of drugs

#### EDUCATION, COMPETENCIES, AND CHARACTERISTICS

- Four year degree (minimum) in subject area/grade level
- Teaching experience
- ACSI certified or eligible for ACSI certification
- Competent in classroom management
- Self-directed; teachable spirit
- Articulate in both spoken and written communication
- Passionate about the school's mission and vision
- Strong relational, communication, and listening skills
- Punctual, organized, timely execution of responsibilities, consistent, and responsive to requests
- Ability to plan ahead, organize, and multitask in a fast paced environment
- Objective but sensitive, able to maintain confidentiality
- Participation in various school activities throughout the year will be expected, including some after-hours events
- Proficient in MS Office/computer literate; embraces technological advancements

## 2. Key Responsibilities:

- Committed to learn and grow in the Master's Approach to Christian Education and the "4 R" method of teaching and learning: Research, Reason, Relate and Record
- Committed to learn and to teach from the biblical foundation (principles) of the subject
- Maintain subject area curriculum guides; note any deviations in content, major changes, ideas for improvement, ideas that worked, etc.
- Assist students in maintaining the notebooks and using their notebooks as valuable learning tools
- Communicate with students' families in a timely manner.
- Keep FACTS classroom LMS information up to date
- Provide timely feedback to students on assignments and assessments
- Maintain accurate student records in the electronic database.
- Maintain a clean, attractive, orderly classroom environment
- Schedule and conduct parent conferences as needed to discuss student progress
- Lead students to practice Christian self government within and outside the classroom
- Foster appropriate relationships with and among students
- Participate in ongoing professional development
- Commit to ongoing personal professional development and ACSI certification requirements
- View and complete "test" on, the Blood Borne Pathogens videos (OSHA requirement; HR presents), ethics training, and any other required training
- Obtain and maintain CPR & First Aid certification (school provides as part of professional development program)
- Attend all Upper School faculty and All School meetings
- Attend all weekly devotions
- Know and follow all procedures and policies as set forth in the Employee Handbook
- Know and implement the Emergency Management Plan
- Know and hold families accountable to the Upper School Handbook

## 3. Physical Requirements:

- This position requires the ability to work in a classroom setting, meeting routine deadlines, communicating well both verbally and in writing, and at times to work long hours.
- Travel may be required at times as required for this position.

## 4. Evaluation and Compensation:

- The Upper School Teacher will meet with the Head of School for accountability and to review the adherence and development of this position description.
- The Head of School will conduct an annual performance evaluation and provide a performance review to determine compensation.

**I have read and received a copy of my position description.** I understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

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Employee

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Date