



## Job Description - Middle School/High School Teacher

### April 2020

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**Reports to:** Administrator

**Supervises:** May supervise student teachers, aides, and volunteers.

**Position Type:** Teaching

**Hours:** 40 Hours per week; salaried

**Job Summary:** The applicant shall plan and direct students in assigned classes.

**Required Professional Qualities:** The candidate shall have the following:

- Degree from an accredited postsecondary institution preferred
- Current Washington State Teaching Credentials or transferring certification
- Endorsement in K-8th Education and/or HS core content area
- Experience teaching middle school/high school (preferred)
- Experience utilizing Christian School curriculum (preferred)
- Demonstrate a reasonable level of computer literacy, having a basic proficiency in doing word processing, creating and using a spreadsheet, e-mailing, Google classroom, and accessing the Internet and websites. Knowledge of grading, lesson planning and attendance software preferred.

**Required Personal Qualities:** It is expected that this person will...

- Possess exceptional customer service and relational skills to interact positively with students, peers, and parents.
- Have knowledge of office procedures and methods, including those related to social communications skills, social media, and proper office etiquette.
- Meet everyday stress with emotional stability, objectivity, and optimism.

#### **Essential Job Functions—Accountabilities**

It is expected that the teacher will exhibit...

- **Spiritual Leadership**
  - Maintain professional ethics as reflected in Scripture, integrating biblical principles and the biblical worldview throughout the workplace.
  - Attend, and be involved in, a local church and/or fellowship.
  - Model Christ-like behavior on and off the job; adheres to and expresses Christian walk/faith.
  - Follow the Matthew 18 principle in addressing conflict with students, parents, staff, and administration.
  - Set an example of spiritual and professional growth.

- **Academic Leadership**
  - Participate in continuous professional development.
  - Participate in subject matter/grade level team meetings.
- **Teaching Professionalism**
  - Accomplish the goals and objectives assigned.
  - Adhere to state laws, rules and regulations, and uphold FFCS policies.
  - Use acceptable English in written and oral communications.
  - Be on time to all assigned places of duty.

### **Departmental Responsibilities**

It is expected that the teacher will...

- Integrate Biblical worldview and the Christian philosophy of education throughout the curriculum and activities.
- Be full time and present from 7:45 am to 3:45 pm each school day, or as agreed upon with administration.
- Be kind, loving, and nurturing while maintaining a respectful and disciplined classroom by establishing authority with students.
- Reflect the purpose of the school, which is to honor Christ in every activity, policy, and decision.
- Represent Firm Foundation in a favorable and professional manner to both the school's constituency and the general public.
- Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
- Attend and participate in scheduled staff prayer, parent teacher conferences, in-services, retreats, committees, faculty meetings, and professional development sessions.
- Know the procedures for dealing with emergency situations.
- Be willing to assist in, and actively participate in, school activities not directly related to your classes.
- Clearly communicate classroom rules and consistently enforce them. Keep proper discipline in the classroom, on school premises, and at school-sanctioned field trips and events.
- Manage student discipline issues. Treat behavior problems individually as a teaching opportunity; privately discuss them with students. Communicate issues to parents in a timely manner.
- Plan the instructional program – using approved curriculum and following approved scope and sequence.
- Prepare clear lesson plans and all materials for each week; submit on time. Prepare adequate information and materials for a substitute teacher, as necessary.
- Utilize valid teaching techniques to achieve curriculum goals within the framework of the school philosophy.
- Participate actively with students the majority of the day. Encourage and assist students who need special help. Listen to students attentively, engage in meaningful verbal interaction, and be alert to non-verbal cues.
- Foster group awareness in the classroom; cultivate a sense of belonging, as well as respect for other students and those in authority.
- Employ a variety of instructional aids, methods and materials that will support creative teaching of the whole student—physical, mental, emotional, social and spiritual.
- Plan, through approved channels, a balanced classroom by utilizing field trips, guest speakers, technology, and other media.
- Use homework effectively for drill, review, enrichment or project work; in alignment with FFCS philosophy of homework.

- Assess the learning of students regularly and provide progress reports as required; participate in conferences with parents; proctor “standardized” testing administration; use results to inform classroom teaching.
- Maintain regular and accurate attendance and grade records.
- Organize and set-up a classroom environment conducive to learning.
- Communicate regularly and effectively to parents and administration.
- Plan and work collaboratively with other staff members.
- Maintain a safe and orderly classroom system.
- Select appropriate activities for ages and skill levels of students.
- Be self-motivated and able to work independently; maintain close alignment with teaching partner(s).

### **Additional Duties or Responsibilities**

It is expected that the teacher will...

- Represent the school internally and externally when necessary and beneficial.
- Perform all miscellaneous duties, as assigned (i.e. events, clubs, committees, etc.).
- Maintain current First Aid, CPR, and AED certifications.
- Obtain/maintain ACSI credentials.
- Participate in all training, and other events, as requested.

### **Compensation:**

- Salary based on experience and level of education
- Benefits.
  - Paid sick leave
  - Paid personal days
  - Paid vacation days
  - Employer paid medical insurance
  - Employer paid \$10,000 life insurance
  - Optional employee paid dental insurance, vision, additional life insurance
  - FFCS student tuition discount may apply

### **To Apply:**

- Send a cover letter, resume and a completed FFCS application to [apply@ffcs.org](mailto:apply@ffcs.org). Go to [www.ffcs.org/Contact Us/Employment Opportunities](http://www.ffcs.org/Contact Us/Employment Opportunities) and print the “Teacher application”.
- No phone calls please.

\*\* Please note that if you have provided your resume and a completed application within the last 12 months you only need to send a cover letter expressing your interest in this position and reference that you have a resume and application on file.