Grace Christian School
Bible Teacher
Job Description

**Overview**
The teacher shall be a born-again Christian committed to living a biblical lifestyle and called by God to teach at Grace Christian School. The teacher must also possess a bachelor’s degree from an accredited college and have a teacher certification or a commitment to become certified. The teacher shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians who will make a transforming influence in their world to the praise and the glory of God.

Teachers are contracted for one year at a time by the School Board upon recommendation by the Superintendent and are responsible to their respective Principals.

**Bible Teacher:** The Grace Christian School Bible Teacher shall be enthralled by the authority, beauty, and veracity of the Bible and seek at all times to give God all the glory and to teach His amazing grace to students. The Bible Teacher shall embrace the Statement of Faith of Anchorage Grace Church in accordance with the Doctrinal Matrix for Grace Christian School and seek in all things to be training up critical Christian thinkers who will impact their world for Christ. The Bible teacher will teach rigorous academic Bible courses that make the Bible attractive to students and bent entirely to capturing the hearts of all children for our Master Jesus Christ.

**Personal Qualifications**
1. Be deeply committed to a consistent daily walk with Jesus Christ.
2. Spend time daily in personal devotions and prayer.
3. Show in his/her life the joy of the Christian life.
4. Follow the Matthew 18 Principle in dealing with student-athletes, coaches, faculty, parents and administration.
5. Motivate students to accept God's gift of salvation and to grow in their faith.
7. Possess the ability to work gracefully with parents, students, and other school staff to develop a unified and successful educational program.
8. Demonstrate the ability to accept and carry out responsibilities and make competent, professional decisions.
9. Have experience and/or educational training in appropriate subject areas.
10. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
11. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy.
12. Respectfully submit and be loyal to constituted authority. Shall notify the administration of any policy he/she is unable to support.
Job Description
1. Motivate and lead students to accept God's gift of salvation, help them grow in their faith, and lead them to a realization of their worth in Christ.
2. Teach classes as assigned, following the prescribed Scope and Sequence and Curriculum Mandates as approved by the Principal.
3. Integrate Biblical principles and the Christian philosophy of education throughout the curriculum and activities.
4. Keep proper discipline in the classroom and on the school premises to create a nurturing learning environment.
5. Maintain a clean, attractive, well-ordered classroom.
6. Plan broadly through the use of semester and quarterly plans and objectives, and more currently through the use of a daily lesson plans.
7. Plan a program of study that, as much as possible, engages the individual needs, interests, and abilities of the students, challenging and inspiring each to do his/her best work.
8. Utilize recitation, Socratic questioning, exploration, discovery, and all manner of student writing, presentation, dialogue, and debate to achieve curriculum goals within the framework of the school's instructional philosophy: For each student to master Core knowledge, Knowledge, Understanding, and Eloquence to demonstrate a life of wisdom for the glory of God
9. Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
10. Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media.
11. Use homework effectively for drill, review, enrichment or project work.
12. Assess the learning of students on a regular basis and provide progress reports as required.
13. Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
14. Keep students, parents, and the administration adequately informed of progress or deficiencies and give early and often notice of failure.
15. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
16. Create a strong educational family by developing and maintaining rapport with students, parents, and staff by treating everyone with friendliness, dignity, and consideration.
17. Attend and participate in scheduled devotional, in-service, retreats, committees, faculty, and parent meetings.
18. Know the procedures for dealing with issues of an emergency nature.
19. Inform the administration in a timely manner if unable to fulfill any duty assigned.
20. Prepare adequate information and materials for a substitute teacher.

Physical Requirements to Fulfill the Essential Function of this Job
1. Faculty in the elementary school must organize students into units and accompany them outside to and from the playground located away from the building and outside
along the parking lot for parent pick-up after school. They must be able to remain with students outside and be able to control them until reaching their destination and until parents have picked up all their students after school.

2. Some classrooms are located upstairs. Faculty must be able to accompany students to and from their classrooms by ascending and descending the stairs.

3. So that students in the back of the room are able to see writing on the whiteboard, faculty must be able to write legibly on whiteboards and prepare bulletin boards between 4-7 feet in height.

4. Teachers must be able to have sufficient speech, hearing, and vision to allow for effective supervision, instruction, and interaction with students.

5. Teachers must be able to demonstrate lesson concepts using whiteboards, media, and hands-on-materials.

6. Teachers must be able to accurately and effectively prepare evaluation reports, fill in records, and throughout the year, communicate with parents in writing.

7. Teachers must be able to actively and supervise the learning and safety of students within the classroom, gymnasium, and playground. On occasion, faculty will have the need to participate with students in organized games, activities, and/or field trips.

8. Teachers must be able to quickly summon help when an emergency arises whether in the classroom, gymnasium, or on the playground.

9. Teachers are required to be present daily for early morning staff devotional or faculty meeting at 7:30am each week day and to leave no earlier than 3:30pm. Teachers are also required to occasionally attend meetings after school and/or functions in the evenings or weekends.

**Supplemental Functions:**

1. Supervise extra-curricular activities, organizations, and outings as assigned.

2. Utilize educational opportunities and evaluation processes for professional growth.

3. Provide input and constructive recommendations for administrative and managerial functions in the school.

4. Support the broader program of the school by attending a reasonable amount of extra-curricular activities to demonstrate support for students, parents, and colleagues.

5. Perform any other duties which may be assigned by the administration.