



## **Christian Community School Upper School Teacher (6-12)**

**Department:** Upper School (6-12)

**Reports to:** Upper School Principal

**Avg. hours:** 40 hrs/wk following academic calendar (mid-August to mid-June).

**Category:** Full-time and eligible for any benefits offered, including medical

**Salary:** Based on experience and qualifications.

**Purpose:** At Christian Community School, the upper school teachers are responsible for creating a warm and loving learning environment in which students grades 6-12 can grow and develop the skills they will require after graduation. The upper school teachers are also responsible for communicating with families to ensure that they are informed and aware of what is going on in the classroom and any special events or activities coming up.

We realize that the key to a successful Christian school is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models with a personal relationship with Christ (Luke 6:40).

### **Indicators of Success**

- Students feel comfortable and safe in the classroom environment
- Students have a strong grasp of classroom rules and procedures
- Students are respectful to teachers and adults in the school, school building and property
- Student academic/social/emotional growth is demonstrated through formative and summative assessments

### **Areas of Responsibility**

#### **Planning**

- Creates weekly lesson plans with learning targets
- Creates and revises curriculum documents
- Sets realistic goals for students to work toward throughout the year
- Has materials necessary prepared for daily activities/projects

#### **Daily Duties**

- Supervises a homeroom and makes sure students are prepared for the day

- Records daily attendance
- Supervise students during break and lunch periods
- Establishes and implements classroom rules and discipline
- Fill out incident reports when necessary
- Updates gradebook on a weekly basis
- Communicates to parents on a weekly basis
- Attend monthly staff meetings
- Keep classroom environment clean

### **Key Skills and Knowledge Requirements**

- Bachelor's degree
- Teaching experience (methods, student teaching experience, etc)
- Experience working with middle and high school aged students
- Specific qualities: Works well with others, organized, artistic and creative, patient, consistent and dependable, nurturing and kind.
- Flexible and teachable
- Understands and agrees with the statement of faith and moral integrity.

**Teachers/Administrators must have one of the following to be employed at CCS and will need to complete the required sub items in the first two years:**

#### **1. Ohio State Teaching License**

ACSI Philosophy of Christian Education Requirements and Bible CEUs in the first two years

#### **2. Out of State Teaching License**

Ohio Non Tax Certification

ACSI Philosophy of Christian Education Requirements and Bible CEUs in the first two years

#### **3. No Teaching License-Minimum of a Bachelor's Degree**

ACSI Certification

Ohio Non Tax Certification

ACSI Philosophy of Christian Education Requirements and Bible CEUs in the first two years

### **Staff Non-Discrimination Statement**

"Employment at Christian Community School is open to qualified individuals who are Christians of good character, without regard or reference to race, gender, national or ethnic origin, color, age, or disability. Christian Community School is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with Christian Community School's mission statement, and they must be willing to conduct their lives in conformity with the school's statement of faith and the school's declaration and agreement to ethical and moral integrity."