

Uintah Basin Christian Academy (UBCA)

Christian Teacher Job Description

GENERAL DESCRIPTION

The teacher shall be a born-again Christian, preferably a college graduate, certified or certifiable, who feels called of **God** to the teaching profession. The teacher shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God. Other qualifications may be added by the School Board as deemed appropriate.

Teacher performance will be evaluated in accordance with the provision of the Board's Policy on evaluation of professional personnel, and this job description.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the School Administrator

May supervise student teachers, aides, and volunteers.

CONTRACT DURATION

Contracted by the School Board upon recommendation of the School Administrator for a one (1) year duration.

REQUIRED QUALIFICATIONS

Spiritual Qualifications:

1. Have received Jesus Christ as his/her personal Savior (John 3:16).
2. Believe that the Bible is the only inspired, inerrant, and authoritative word of God (2 Timothy 3:16)
3. Be in whole hearted agreement with the school's Statement of Faith and Christian philosophy of education.
4. Be a **Christian role model** in attitude (Colossians 3:23), speech (Ephesians 4:29), and actions toward others (Proverbs 17:17). This includes being committed to God's biblical standards for sexual conduct (1 Thessalonians 4:3-5).
5. Be a member in good standing at a local, evangelical church approved by the school (Hebrews 10:25) that has a Statement of Faith in agreement with the school's Statement Of Faith.
6. Show by example the importance of Scripture study and memorization (Psalms 119:105), prayer (1 Thessalonians 5:17), witnessing (1 Peter 3:15; Matthew 5:16), and unity in the Body of Christ (John 13:35).
7. Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go" (Proverbs 22:6).

Uintah Basin Christian Academy (UBCA) Christian Teacher Job Description

Personal Qualifications

1. Recognize the role of parents as primarily responsible before God for their children's education (Proverbs 22:6; Psalms 78:1-7) and be prepared to assist them in that task.
2. Demonstrate the character qualities of enthusiasm (Colossians 3:23) courtesy (1 Thessalonians 5:15), flexibility (Philippians 4:11-13), integrity (1 Corinthians 8:21); Proverbs 11:3), gratitude (1 Thessalonians 5:18), kindness (Ephesians 4:32), self-control (2 Peter 1:5-6), perseverance (Matthew 24:13); James 1:12), and forgiveness (Ephesians 4:32).
3. Meet everyday stress with emotional stability, objectivity, and optimism (1 Peter 5:7).
4. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and agreement with school policy (Isaiah 1:16).
5. Communicate effectively to families and students (Psalm 19:14). Use acceptable English in written and oral communication. Speak with clear articulation.
6. Respectfully submit and be loyal to constituted authority (Romans 13:1; Ephesians 6:5-8).
7. Shall notify the administration of any policy he/she is unable to support (Daniel 3:16-18).
8. Refuse to use or circulate confidential information inappropriately (Proverbs 2:5-9).
9. Place his/her teaching ministry ahead of other jobs or volunteer activities (Matthew 6:24).
10. Make an effort to appreciate and understand the uniqueness of the community (1 Corinthians 9:19-23)

Experience and Training

BA/BS from an accredited college or university with preference given for a Christian education.

Other education or experience will be considered on a case by case basis by the Administrator.

JOB FUNCTIONS AND RESPONSIBILITIES

Essential Functions

- 1, Reflect the purpose of the school which is to honor Christ in every class and in every activity.
- 2 Motivate students to accept God's gift of salvation and help them grow in their faith

Uintah Basin Christian Academy (UBCA) Christian Teacher Job Description

through their witness and Christian role modeling.

3. Lead students to a realization of their self-worth in Christ.
4. Cooperate with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
5. Teach classes as assigned following prescribed scope and sequence as scheduled by the administrator.
6. Integrate biblical principles and the Christian philosophy of education throughout the curriculum and activities.
7. Arrive on time for all school-related activities.
8. Keep proper discipline in the classroom and on the school premises for a good learning environment.
9. Maintain a clean, attractive, well-ordered classroom.
10. Plan broadly through the use of unit and chapter plans and objectives, and more currently through the use of a Lesson Plan Book or software.
11. Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
12. Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
13. 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.
14. Plan, through approved channels, the balanced classroom use of field trips, guest speakers, and other media.
15. Use homework effectively for drill, review, enrichment, or project work.
16. Assess the learning of students on a regular basis and provide progress reports as required.
17. Maintain regular and accurate attendance and grade records to meet the demands or a comprehensive knowledge of each student's progress.
18. Keep students, parents, and the administration adequately informed of progress or deficiencies, and give sufficient notice of failure.

Uintah Basin Christian Academy (UBCA) Christian Teacher Job Description

19. 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.
20. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
21. Follow the Matthew 18 principle in handling conflict with students, parents, staff, and administration.
22. Seek the counsel of the administrator, colleagues, and parents while maintaining a teachable attitude.
23. Attend and participate in scheduled devotional, in-service, retreats, committee, faculty, and Parent Teacher Fellowship meetings.
24. Know the procedures for dealing with issues of an emergency nature.
25. Inform the administration in a timely manner if unable to fulfill any duty assigned. Prepare adequate information and materials for a substitute teacher.

Supplemental Functions

1. Supervise extracurricular 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 extracurricular activities when possible.
5. Perform any other duties that may be assigned by the administration.
6. Attend professional development to continue learning and improving teaching techniques.

Date job description last reviewed: 2-01-17

**Uintah Basin Christian Academy (UBCA)
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Physical Requirements to Fulfill the Essential Functions of this Position

(FREQUENCY OF REQUIRED EXPOSURE/USE)

(Leave category blank if not applicable.)

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
COLD (50 F or less)	X		
HEAT (90 F or more)	X		
STANDING			X
SITTING			X
WALKING			X
RUNNING	X		
BENDING			X
REACHING OVER SHOULDER		X	
PUSHING	X		
PULLING	X		
MOVING HEAVY ITEMS			
Up to 20 lbs		X	
Up to 50 lbs	X		
Up to 20 lbs	X		
CARRYING:			
Up to 20 lbs		X	
Up to 50 lbs	X		
OTHER REQUIREMENTS			
ON-TIME ARRIVAL			X
REGULAR ATTENDANCE			X
SUMMON EMERGENCY. HELP	X		
APPLY CPR/FIRST AID	X		
LEAD FIELD TRIPS	X		
COMMUNICATE DATA		X	
PREPARE REPORTS	X		
OUTDOOR DUTY		X	
DRIVING	X		