

FAITH BAPTIST SCHOOL

Job Description: Full-Time Teacher

Role: The role of a Faith Baptist School full-time teacher, grades pre-K through 7th grade, is to be responsible for providing the development and education of FBS students in a loving Christian learning environment.

Qualifications:

- Must hold a four-year degree from an accredited college or university.
- Must be a Christian and a regular attender of a like-minded church.
- Must have current certification in first aid and CPR.
- Must have training or experience to show the ability to perform major duties of the position.

Specific Duties and Responsibilities:

- Reports directly to the head teacher.
- Maintains a professional appearance.
- Contributes to a total-school program through extra duties and/or club sponsorship.
- Participates in school and combined school/church activities (i.e. Fall Fest).
- Adheres to the policies and procedures as outlined in the Staff Handbook.
- Attends all professional development, staff meetings, devotions and in-service training.
- Maintains a respectful, Christ-centered relationship with all students, parents, and faculty, and communicates using Christ-like values.
- Maintains good classroom management and organization.
- Develops and submits weekly lesson plans.
- Biblically integrates each lesson, when possible.
- Maintains a classroom environment that is safe and academically engaging for each student in the classroom.
- Is responsible for the supervision of his/her students while they are in his/her care.
- Incorporates various teaching materials and methods, using curriculum provided and/or other teaching resources.
- Plans for personal absences (in advance, whenever possible) and contacts substitutes for his/her absence.
- Informs head teacher of any major behavioral problems with students.
- Maintains attendance and grades in school management software on a daily basis.
- Completes beginning, middle, and end-of-year assessments according to FBS expectations.
- Maintains the physical order of her/his classroom.
- Regularly prays for students, families, and FBS.
- Is willing to share a room with other ministries within the church.
- Maintains a positive learning environment.

Work Hours:

- This is a full-time position with work hours set at 40 hours per week. The work schedule is determined by the Head Teacher. Any overtime must be pre-approved by the Head Teacher, Pastor, or in his/her absence, the Personnel Committee Chairperson. Full-time teacher hours are daily from 07:45-15:45, Monday through Friday. On staff meeting days, the duty hours extend until the meeting is over. On professional development days, hours are 08:00-15:30.
- With the concurrence of the Personnel Committee and Director of Children's Ministry prior to the need, this position's hours may increase to a maximum of 48 hours per week (or as otherwise required).
- Vacation days are calculated based on a part-time position of five days per week with 24 days per year of vacation taken during the summer break. This position allows for two paid and two unpaid days off during the school year.