

# FAITH BAPTIST SCHOOL

## Job Description: Grade-Level Teacher

### Position Description:

The role of a Faith Baptist School grade-level teacher, grades pre-K through 7<sup>th</sup> grade, is to provide general instruction and education to FBS students according to the standards adopted by FBS in a loving, Christian learning environment.

### Qualifications and General Expectations:

1. Maintain membership and attend regularly at Faith Baptist or a like-minded church.
2. Possess at least a bachelor's degree, or the German equivalent, in a relevant field, from an accredited university. Classroom teachers must possess or obtain, within 3 months, certification.
3. Possess current certification in First Aid and Cardiopulmonary Resuscitation.
4. Demonstrate professionalism, flexibility, dependability and kindness; and maintain confidentiality.
5. Provide references and previous employment information upon request.
6. Maintain a professional appearance.
7. Adhere to policies and procedures as outlined in the FBS Staff Handbook.
8. Attend all professional development, staff meetings, devotionals, and training.
9. Maintain a respectful, Christ-centered relationship with students, parents, and faculty.
10. Communicate effectively using Christ-like values.
11. Maintain good office/classroom management and organization.
12. Pray regularly for the students and families of FBS.
13. Work as an effective member of the FBS team and with other ministries of FBC.
14. Participate in school and combined church/school activities, as requested.
15. Contribute to the total FBS program through extra duties as assigned or needed.

### Specific Duties and Responsibilities:

1. Report directly to the FBS Director.
2. Maintain a classroom environment that is safe and academically engaging for each student in the classroom.
3. Develop and submit weekly lesson plans as detailed in FBS Handbook.
4. Exemplify responsibility for the supervision of his/her students while they are in his/her care.
5. Biblically integrate each lesson, when possible.
6. Incorporate various teaching materials and methods, using curriculum provided and/or other teaching resources.
7. Contribute to a total-school program through extra duties and/or club sponsorship.
8. Plan for personal absences (in advance, whenever possible) and contacts substitutes for his/her absence.
9. Maintain consistent communication with parents regarding academic or behavioral concerns.
10. Inform FBS Director of any major academic or behavioral concerns with students.
11. Maintain attendance and grades in school management software as detailed in FBS Handbook.
12. Complete beginning, middle, and end-of-year assessments as detailed in FBS Handbook.
13. Maintain the physical order of her/his classroom.
14. Be willing to share a room with other ministries within the church.
15. Maintain a positive learning environment.

### Work Hours & Vacation:

1. This is a full-time position with work hours set at 40 hours per week. The work schedule is determined by the FBS Director. Any overtime must be pre-approved by the FBS Director, FBC 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.
2. With the concurrence of the Personnel Committee and Director prior to the need, this position's hours may increase to a maximum of 48 hours per week (or as otherwise required).
3. 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.