

FAITH BAPTIST SCHOOL

Job Description: Grade-Level Teacher

Position Description:

The role of a Faith Baptist School grade-level teacher, grades pre-K through 7th 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. Completion of Ministry Safe curriculum.
3. 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.
4. Possess current certification in First Aid and Cardiopulmonary Resuscitation.
5. Demonstrate professionalism, flexibility, dependability and kindness; and maintain confidentiality.
6. Provide references and previous employment information upon request.
7. Maintain a professional appearance.
8. Adhere to policies and procedures as outlined in the FBS Staff Handbook.
9. Attend all professional development, staff meetings, devotionals, and training.
10. Maintain a respectful, Christ-centered relationship with students, parents, and faculty.
11. Communicate effectively using Christ-like values.
12. Maintain good office/classroom management and organization.
13. Pray regularly for the students and families of FBS.
14. Work as an effective member of the FBS team and with other ministries of FBC.
15. Participate in school and combined church/school activities, as requested.
16. Contribute to the total FBS program through extra duties as assigned or needed.

Specific Duties and Responsibilities:

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

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. 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 08:30-15:30.
2. 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 days off during the school year.