

# FAITH BAPTIST SCHOOL

## Job Description: Grade-Level Teacher

### Position Description:

The role of a Faith Baptist School grade-level teacher 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 a bachelor's degree, or the German equivalent, in a relevant field, from an accredited university.
4. Posses 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 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.
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. Plan for personal absences (in advance, whenever possible) and contact substitutes for his/her absence.
6. Maintain consistent communication with parents regarding academic or behavioral concerns.
7. Inform FBS Director of any major academic or behavioral concerns with students.
8. Maintain attendance and grades in school management software.
9. Maintain a positive learning environment.
10. 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.
2. This position comes with 24 vacation days per year to be taken during the summer break.