NORFOLK CHRISTIAN SCHOOLS

POSITION OVERVIEW

Job Title: General Lower School Teacher

Campus: Beach Lower School and Norfolk Lower School

Reports to: Lower School Director and Assistant Director

Job Description

The Lower School Teacher is part of the Lower School faculty. The teacher will carry out curriculum planned in collaboration with grade-level partners, the Director of Curriculum and Instruction, instructional specialists, and approved by the Lower School Director and Assistant Director.

This position will teach the following classes:

PK-3rd Teachers: Bible, Math, Science, Language Arts, History

Fourth and Fifth Grade Teachers: Bible and departmentalized subject areas

Qualifications

- College graduate
- Licensed and endorsed by the Commonwealth of Virginia
- Spiritual maturity with academic and leadership abilities that will allow him or her to daily "train up a child in the way they should go."

Contract Details

- Contracted by the Head of School upon recommendation of the school administrator for one year.
- Responsible to School Directors
- Supervises Students and Volunteers

Titus 2:7-8

"Show yourself in all respects to be a model of good works, and in your teaching show integrity, dignity, and sound speech that cannot be condemned, so that an opponent may be put to shame, having nothing evil to say about us."

FACULTY EXPECTATIONS

SPIRITUAL

At all times, a Norfolk Christian teacher should -

• Seek to model in attitude, speech, and actions a consistent daily walk with Jesus Christ.
• Show by example the importance of Scripture study, prayer, witnessing, and unity in Christian fellowship.
• Follow the Matthew 18 principle in dealing with students, parents, staff, and administration. The Scriptures teach us to resolve any and all conflicts as quickly as possible while exercising discretion and refraining from gossip.
• Motivate students to accept God's gift of salvation and grow in their faith
• Lead students to a realization of their self-worth in Christ.

INSTRUCTION

At all times, a Norfolk Christian teacher should -

• Demonstrate mastery of subject content and appropriate academic planning • Recognize the role of parents as primarily responsible before God for their child's education and assist them in the task.
• Integrate biblical principles and the Christian philosophy of education throughout the curriculum
• Differentiate instruction for students with varying abilities.
• Use a variety of assessment techniques when evaluating learning or skill development • Design assessment techniques to measure student knowledge or skills related directly to curriculum goals and objectives.
• Call attention to the needs of students with learning or behavior problems. • Deliver directions, explanations, and instructional content in a manner understood by students and appropriate to the subject matter.
• Stay abreast of current developments in the general field of education as well as the chosen subject matter of emphasis.
• Prepare in advance for a substitute teacher.
• Make use of school-related resources such as other teachers, media specialist, staff, and administration.
• Use assessment information in a timely manner to provide students with feedback which is

corrective and informative.
• Facilitate student learning by supplementing regular curriculum materials with a variety of instructional materials and activities; e.g., field trips and media presentations. • Be objective and consistent in student evaluation.
• Be responsive to directives given by the administration for improved instruction

PROFESSIONALISM

At all times, a Norfolk Christian teacher should -

• Maintain positive professional interactions with other educational personnel

.• Exhibit punctuality while attending all faculty meetings, committee assignments, prayer meetings, school chapels, in-service meetings, parent-teacher fellowships, and graduation ceremonies.
• Maintain professional behavior as well as a positive attitude in relationships with students and parents.
• Perform necessary clerical responsibilities in a timely manner.
• Report student performance effectively to parents or guardians.
• Refrain from transacting personal business on school time or using school computers/ internet for non-school business or personal communications unrelated to job responsibilities.
* Accept evaluation and redirection and make necessary changes or adjustments.
* Accept change in a positive professional manner.
* Remain current in the educational field through coursework, in-service activities, professional literature, conferences, workshops, and action research.
* Keep all licensure and certification up to date.
* Follow school's policies and procedures including all emergency procedures.
* Perform any other duties that shall be assigned.
* When stating a problem or challenge to the administration, the teacher shall offer a proposed solution or solutions.
* Inform the administration in a timely manner if unable to fulfill any assigned duty.

CLASSROOM MANAGEMENT

At all times, a Norfolk Christian teacher should –

• Manage a positive classroom environment
• Maintain the classroom in accordance with the school's discipline policy. • Reinforce appropriate social and academic behavior in the classroom. • Prevent behavior problems by maintaining mobility in the classroom, interacting with students, redirecting student attention to tasks, and responding promptly to needs.
• Maintain control of student behavior in the classroom.
• Provide general supervision throughout the school.
• Demonstrate a positive professional attitude toward students.
• Organize the classroom environment to efficiently meet educational needs of students and to invite learning.
• Have high, yet reasonable expectations for student behavior.

PERSONAL

At all times, a Norfolk Christian teacher should –

• Model the character traits and work habits he or she demands of his or her students. • Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude,

kindness, self-control, perseverance, and punctuality.
• Meet everyday stress with emotional stability, objectivity, and optimism.
• Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
• Respectfully submit and be loyal to authority.
• Maintain a personal appearance that is a model of cleanliness, modesty, good taste, and in agreement with school policy.
• Use exemplary English in written and oral communication. Speak with clear articulation. • Recognize the need for good public relations. Represent the school in a favorable and professional manner to the constituency and general public.
• Make an effort to appreciate and understand the uniqueness of the community.

EVALUATION

Performance of these responsibilities will be evaluated on a regular basis by administration throughout the school year, in accordance with school policy.