Modesto Christian Middle and High School

5755 Sisk Road
Modesto, CA 95356
209.529.5510

Modesto Christian School
7-12th Grade Teacher Job Description

Job Title:	Middle/High School Teacher **(Math)**
Compensation:	See Salary Schedule
Status:	Full-Time Annual
Work Hours:	Monday–Friday, 7:30 AM – 4:00 PM Plus occasional evening or weekend school events
Campus/Department:	Middle/High School
Reports to:	High School Principal

Job Summary

The primary responsibility of the teacher is to provide support to the instructional process by serving as a teacher with specific responsibility for supervising students within the classroom and assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress.

In the setting of a Christian school, the teacher is to effectively communicate and provide for biblical integration in the subject matter of outlined assignments, serve as a model of Christ-like living; teach and demonstrate the character traits of Christ-like living and good citizenship with respect for our American heritage; maintain effective discipline in the classroom, using the guidelines of School Philosophy and Policy.

Duties and Responsibilities

- Administrators and teachers develop subject-specific assessments to assess student competency levels and/or develop individual learning plans.
- Advises parents and/or legal guardians of student progress to communicate expectations, student achievements, and methods for improvement and/or to reinforce classroom goals in the home environment.
- Assesses student progress towards objectives, expectations, and/or goals for the purpose of providing feedback to students, parents, and administration.

- Collaborates with instructional staff, other school personnel, parents, and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.
- Counsels students for the purpose of improving performance, health status, problem-solving techniques, and a variety of personal issues.
- Demonstrates and differentiates methods required to perform classroom and/or subject-specific assignments for the purpose of providing an effective program addressing individual student requirements.
- Instructs students for the purpose of improving their success in academics through a defined course of study.
- Manages student behavior for the purpose of providing a safe and optimal learning environment. Monitors students in a variety of educational environments (e.g. classroom, school grounds, hallways, restrooms, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Participates in a variety of meetings and professional development activities for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of written materials (e.g., grades, lesson plans following scope and sequence, correspondence with parents and students, examinations and quizzes, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Reports incidents (e.g., fights, suspected child abuse, suspected substance abuse, harassment, zero tolerance offenses, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and board policies.
- Responds to emergencies for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Responds to inquiries from a variety of sources (e.g., other teachers, parents, administrators, students, central office staff, etc.) for the purpose of resolving issues, providing information and/or direction.
- Directs assistant teachers, student teachers, instructional assistants, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Supports other classroom teachers for the purpose of assisting them in the implementation of established curriculum and/or individual student plans.

Educational Development and Work Related Experience

- Hold a Bachelor's degree from an accredited college or university
- Bachelor’s degree in a job-related area. Credential in subject area, preferably
- Have or be working toward ACSI Certification or a CA State Credential
- Understand and be committed to the school’s philosophy of Christian education

- Reflect spiritual maturity and show evidence of actively growing in his/her Christian life
- Be an active member or participant of a local evangelical church

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age-appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization’s services.

Specialized Equipment

- Functional use of a computer for record keeping, generating documents, etc.
- Ability to use a computer for media instruction in the classroom
- Adept at using general software programs, e-mail, and Internet
- Knowledge of or ability to learn FACTS Student Information Systems
- Knowledge of or ability to learn other educational technology programs as needed
- Capable of using copy machines

Physical Demands & Working Environment:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position:

- Physical Posture & Movement: Generally requires continuous periods of sitting, walking, and standing throughout the day.
- Physical Effort: Requires occasional lifting, carrying, pushing, and/or pulling of materials or equipment weighing up to 25 lbs.
- Dexterity & Coordination: Requires significant fine finger dexterity and frequent use of hands/wrists to operate computers, office/classroom equipment, write, and handle materials.
- Work Environment: Performed in a standard indoor environment with controlled climate, low-to-moderate noise levels, and generally clean and healthy conditions.

Reasonable Accommodations:
We are committed to complying with the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA). Qualified individuals with disabilities who require a reasonable accommodation to perform the essential functions of this position are encouraged to contact the HR Manager to initiate the interactive process.