



Job Description

Position: Elem Music & HS Theatre **Primary Reporting Relationship:** Fine Arts Director
Classification: Full Time, Exempt **Secondary Reporting Relationships:** Elem/Secondary Division Leaders
Ministry Areas: Bay Area Christian School
Interfaces: Students, parents, administrators, staff, other stakeholders as appropriate

Mission: Providing quality Christian education impacting lives for now and eternity.

Job Purpose: The Fine Arts department at Bay Area Christian School exists to bring glory and honor to God through the gift of creative expression. It is our desire to provide all students with appropriate learning experiences designed to help them fulfill their potential for intellectual, emotional, physical, social, and spiritual growth.

Employee Profile:

- Acceptance of and agreement with the Bay Area Church statement of faith and standard of conduct
- A strong, clear Christian testimony
- A lifestyle that displays an ongoing personal relationship with God and a commitment to serve Him daily

Major Responsibilities:

- Reflect the purpose of the school which is to honor Christ in every class and in every activity.
- Maintain a clean, attractive, well-ordered classroom.
- Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
- Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
- Enforce rules of conduct by keeping proper discipline in the classroom and on the school premises for a good learning environment.
- Prepare lesson plans for each assigned class. Lesson plans are due in the grade level office before leaving on Friday before the week they will be taught.
- Integrate Biblical principles and the Christian philosophy of education throughout the curriculum and activities.
- Represent the school in a favorable and professional manner.
- Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
- Assume responsibility for extracurricular activities as assigned; sponsor outside activities approved by administration.
- Lead students to a realization of their self-worth in Christ.
- Integrate available technologies as appropriate teaching and learning tools.
- Conduct ongoing assessments of student learning and use results to plan and implement instruction.
- Know the procedures and instruct students in dealing with issues of an emergency nature including procedures for fire, storm, and lock down drills.
- Attend and participate in daily prayer meetings, in-service, retreats, and committee, faculty, and Parent/Teacher meetings.
- Post grades for each student weekly. After the fourth week of each quarter the office will email progress reports.

- Accurately post grades on time for the grade level office to complete report cards after the 9th week of the quarter.
- Cooperate with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
- Utilize educational opportunities and evaluation processes for professional growth.
- Perform any other teaching-related duties that may be assigned by the administration.

Required Skills and Abilities:

- Strong desire to equip and encourage students to skillfully use their gifts and creative abilities for kingdom purposes.
- Effective communication skills
- Knowledge and demonstrated competency in the subject(s) assigned
- Ability to instruct students and manage behavior
- Openness to change and innovation to meet the needs of all students
- Bachelor’s degree required with a minimum of 24 hours education coursework
- Experience teaching music in a public or private classroom setting preferred.
- Experience directing plays or musicals in school or community theatre settings preferred.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee in this position will frequently be required to stand; walk; crouch; kneel; lift; use hands to finger, grasp and feel; reach with hands and arms; and use repetitive motion of the wrists, hands, and or fingers. The employee in this position must be able to exert up to 20lbs of force occasionally, and/or up to 10lbs of force frequently. The employee in this position will be subject to noise, and exposure to oscillating movements/vibrations. Specific vision abilities required for this job include using close visual acuity to perform an activity such as: preparing and analyzing data; transcribing; reading; and visual inspection of small parts.

I have received, reviewed and fully understand the job description for the Elementary Music and High School Theatre position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Name _____ Date _____

Employee Signature _____