

## TEACHER JOB DESCRIPTION

1. Meet before school each day for staff prayer meeting.
2. Prepare lesson plans for each assigned class. These are due in the secondary office before leaving on Friday before the week they will be taught.
3. Present lesson in most interesting manner possible. Use variety of methods; lecture, technology, etc.
4. Provide quizzes/tests/exams over subjects taught and keep an accurate record of grades. Teachers, not students, should grade tests and major exams.
5. 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 office to complete report cards after the 9<sup>th</sup> week of the quarter.
6. Enforce rules of conduct.
7. Keep classroom looking nice; including bulletin boards.
8. Observe the faculty dress code.
9. Supervise ordering and care of textbooks for your classes.
10. Assist with detention after school if needed. Help with morning, lunch, and after school duty. Expect to be asked to take on responsibilities with clubs or academic competitions.
11. Attend weekly staff meeting.
12. Set a personal example of Christian conduct including:
  - a. Attendance at church for Sunday School and worship services.
  - b. Take a leadership role in the church as the Lord leads.
  - c. Maintain conversation, attitude, spirit, and actions pleasing to the Lord. (Psalm 19:14, col. 3:23).
13. Meet with parents to review their student's progress as needed. Notify parents of student problems as soon as they are noticed.
14. Make a report of each conference and turn it in to the principal to be placed in the student's file.
15. Attend Parent-Teacher Fellowships.
16. Assist with extra-curricular events such as field trips, clubs, sports events, and student programs.

17. Instruct students in procedures for fire, storm, and lock down drills.
18. Notify the principal as soon as possible in case of foreseen absence. Preferably one week in advance.