



OBJECTIVE:

The teacher shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, effective, and responsible world citizens with a Biblical Christian worldview. The teacher also ensures that the student learning process, learning environment, classroom management, and home communication are operating efficiently and effectively according to the school's Vision and Mission.

CATEGORIZED AS:

The Teacher is categorized as Academic Staff.

RESPONSIBLE TO:

The teacher is directly responsible to their department Principal.

SUPERVISES:

The teacher might supervise student teachers, aides, and volunteers.

EVALUATION:

The teacher's performance will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel and this job description.

TEACHER QUALITY OVERVIEW:

- Strong recognizable Christian faith
- A Biblical Christian Worldview
- Effective in spoken and written English
- Respectful interpersonal and intercultural skills
- Commitment to the SMN Mission and Vision
- Good teaching qualifications and experience
- Independent and cooperative disciplined work habits
- A gifting in pastoral care of students
- Discernment, good judgment, fairness
- Good administrative skills and meets deadlines
- Enthusiasm, creativity, and ability to work in a team
- A commitment to personal and professional growth

PERSONAL QUALITIES

- Be in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, honesty, self-control, perseverance, and punctuality. Not given to gossip, reaction, negativity, or complaining.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Maintain a personal appearance of cleanliness, modesty, good taste, and agreement with school policy.
- Respectfully submit and be loyal to constituted authority.
- Make an effort to appreciate and understand the uniqueness of the school community.

DUTIES AND RESPONSIBILITIES – Essential Functions

Teaching and Learning:

- Reflect the purpose of the school which is to honor Christ in every class and in every activity.
- Be well prepared for daily lessons with suitable materials, resources and clear learning objectives.
- Incorporate the "Global Best Practices" methodology of educational delivery.
- Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
- Use homework effectively for drill, review, enrichment, or project work.
- Plan through approved channels the balanced classroom use of field trips, guest speakers, and competitions.
- Enthusiastically and diligently teach required subject material in the required language.
- Prepare objectives and outlines for courses of study following the scope and sequence of the SMN curriculum.
- Use a variety of teaching methods and assessment processes which consider differing learning styles, abilities, and (ESL/IFL) needs.
- Establish an effective classroom environment that is positive, disciplined, organized, attractive, and hospitable.
- Provide feedback to students to enable continued improvement.
- **All levels:** Utilize a "team-teaching" model that supports English development and inter-disciplinary learning.



Administration

- Develop and complete annual, quarterly, weekly, and daily plans establishing clear objectives that are communicated to students (and parents).
- Prepare oral and written reports and provide students/parents with frequent and meaningful feedback.
- Provide, collect, record student data as required and relate this to own teaching practice.
- Complete required Report Card grades and comments.

Relationships/Pastoral Duties

- Develop mutually respectful relationships with teachers, staff, students, parents, and visitors.
- Accept and value similarities and differences in a loving, Christian manner.
- Act as a student advisor/counselor based on Biblical Christian faith and principles in all matters.
- Interact professionally with Lead Teachers, Coordinators and Principals and other leaders as necessary.
- Actively support student activities beyond the classroom (sport games, competitions, community service, etc.).
- Follow the *Matthew 18 Principle** in dealing with conflict with students, parents, staff, and administration.

Faith Issues

- Set a good Biblical Christian example in lifestyle, both in and out of school.
- Ensure foundation of Christian faith in all teaching and learning.
- Participate in school organized fellowships and retreats/activities.
- Provide pastoral care and a daily devotional program; engage in chapel services, retreats and other Christian events.
- Pray with, and for, students, their families and school community members.

Professional Development

- Collaborate with other teachers and administrators in the development, evaluation, and revision of curricula and programs.
- Develop new programs that enhance the education of students.
- Commit to continual improvement of understanding and practice of effective Biblical Christian education.
- Engage in a professional development plan including appropriate workshops and training seminars/conferences
- Seek to upgrade qualifications and/or educational expertise.
- Maintains "teachability" – always seeks new ideas, techniques, and strategies from colleagues and other sources.

Qualification and experience required for this position:

- Degree in education or Degree in suitable subject area + significant experience in education + willingness to commit to education degree courses.
- Ability to teach/communicate fluently in English.

JOB DESCRIPTION - Supplemental Functions

- Supervise morning/lunch/break duties, extracurricular activities, and outings as assigned.
- Represent the school in a favorable and professional manner to the school's constituency and the general public.
- Perform any other duties that may be assigned by the administration.
- **Promote and maintain school spirit, school unity, and school cooperation among students, staff, administration, and parents.**

*The *Matthew 18 Principal* states that when you are experiencing conflict with another individual, first, go to God in prayer (He may change their heart and/or yours, and problem solved). If more working out is needed, then go to that person alone (without discussing it with anyone else) to resolve the conflict in honesty and maturity. If you need further help, then ask the administrator (not friends or colleagues) to assist in resolving the conflict.

To maintain a joyful and healthy working environment, SMN maintains a policy of *upward* communication, not *outward* interaction for resolving conflicts, complaints, or confusion. This means that we always bring our issues up the organizational chart, not across it. Communication of conflicts, complaints and discontentment's to colleagues, students, and parents only breeds discord and dissent.

Job Description last review date: **30 April 2009**