

# UPPER SCHOOL TEACHER

## *Job Description*



### POSITION SUMMARY

The Upper School faculty teaches and trains the Upper school students, inspiring them toward wisdom and godliness while educating students in a Christ-centered worldview, equipping them to recognize Truth, Goodness, and Beauty in God's Creation. Reports directly to the Dean of Upper School.

### DUTIES AND RESPONSIBILITIES

1. Teaches whatever class they are assigned to inspiring students to love learning and teaching them effectively resulting in students that learn the skill of Upper school and the content of the curriculum by:
  - a. knowing the material that he is teaching
  - b. holding the interest of the students
  - c. speaking in clear, vivid, language
  - d. meeting students' individual needs
  - e. explaining unknown in terms of known
  - f. challenging but does not exasperate students
  - g. getting students to retain and apply knowledge
  - h. reviewing sufficiently
  - i. creatively planning and teaches a lesson
2. Trains students and has a classroom whose culture and discipline reflect Christ's resulting in students who are disciples of Jesus Christ and who self-consciously lives out His life by:
  - a. following discipline policies
  - b. teaches, models and trains students in proper habit development
  - c. having a studious classroom environment
  - d. stopping students from stealing education of other students
  - e. providing understandable standards for expected behavior
  - f. fostering an atmosphere full of enjoying learning
  - g. avoiding stifling or boring the students
  - h. loving a student even when disciplining him
  - i. maintaining standards of school culture
  - j. making sure students are in uniform

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### DUTIES AND RESPONSIBILITIES (cont.)

3. Demonstrates the ability to be a good example of Christ-like behavior and professional conduct resulting in students who can emulate their teachers behaviors, attitudes and work ethic by:
  - a. being punctual
  - b. being compliant
  - c. being responsible
  - d. being a good example for the students
  - e. following staff dress code
  - f. turning in planning timely
  - g. turning papers back to students timely
  - h. keeping clear and readable grade book
  - i. communicating with parents effectively
  - j. collaborating well with colleagues
  - k. fulfilling duties and responsibilities as assigned by administration
  - l. following the curriculum guide as instructed by administration
  - m. responding to communication in a timely manner
  - n. living in accordance with a biblical lifestyle and as described in BCA's Portrait of a Teacher
4. Creating and maintaining a neat classroom environment that inspires learning resulting in an environment that encourages learning and by:
  - a. maintaining a neat and clean classroom
  - b. employing to creatively reinforce an interest in curricular material
  - c. Creating an inspiring aesthetic that aligns with BCA's classroom description requirements
5. Using effective teaching methodology resulting in students that effectively master Upper school curriculum content by:
  - a. Using analysis
  - b. being an excellent example of logic and rhetoric when lecturing
  - c. guiding discussion and debate
  - d. using classical teaching methods ie. song, chant, narration, dialogue, inquiry...
  - e. ensuring that grade level recitation is practiced adequate in accordance with the curriculum guide

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### QUALIFICATIONS

1. This position normally requires a bachelor's degree.
2. A teacher should work to constantly expand his abilities by gaining further training in areas of weakness.
3. Must be a Christian and agree fully with the BCA's Statement of Faith
4. Must be active in a local church and in good standing
5. Must be able to obtain CPR and First Aid Certifications
6. Physically able to keep up with the demands of activities required
7. Prior teaching or classroom experience preferred
8. Acting knowledge of Classical Christian Education and Charlotte Mason Principles preferred
9. Oral and written communication and speaking skills
10. Knowledge or ability to learn technical/computer skills such as FACTS (renweb), Googlesuit, Microsoft Word, and various computer programs

### SUPERVISORY RESPONSIBILITIES:

Teachers supervise their classroom. Teachers having Teaching Assistants supervise their Assistant.

### WORK ENVIRONMENT/DYNAMICS:

Teachers work in a classroom environment, but also oversee students during recess and lunch. All teachers have extra duty requirements as assigned by their supervisor.

### WORK YEAR:

This position is a full-time position that works 9 months a year.

### SCHEDULE FOR EVALUATION:

Teachers will be evaluated annually or biannually by the appropriate Administrator. Observations are not limited or announced. A new teacher will have a 60 day evaluation during the first semester of his tenure.

# ATHLETICS COORDINATOR

## *Job Description*



### **POSITION SUMMARY**

Berean Christian Academy Athletic Coordinator will be responsible for overseeing the day to day operations of the athletic department. The coordinator will ensure that all of the athletes are getting the training and support that they need to succeed, while managing the planning for future events and competitions.

### **PRINCIPLES FOR CONDUCTING WORK**

Serve as a Christian role model, by precept and example, of the highest Christian virtue and personal decorum both in and out of school to students, and as an example to parents and fellow employees in judgment, dignity, respect, and Christian living.

### **DUTIES AND RESPONSIBILITIES**

#### **Strategic Planning and Program Development**

- Foster the development of athletes and an athletic culture in the upper school through athletic programs that build camaraderie, skill, and teamwork in sports that will be offered in grades 7-12.
- Create, execute, and revise strategic plans, including personnel, equipment, facilities, and funding projections and acquisition for the development of the athletic programs.

#### **Scheduling**

- Coordinate scheduling of all practices, contests, and program meetings.
- Coordinate scheduling for usage of gyms, fields, and off-site facilities for practices, games, and activities.
- Coordinate all officiating requirements.
- Schedule employee supervision of all practices, games, and activities.
- Coordinate and facilitate correspondence with opposing teams prior to games to confirm date, time, facilities and contact for potential changes.
- Correspondence with league prior to and during season to ensure all teams are in compliance.

#### **Personnel Selection and Supervision**

- Evaluate coaching needs per sport, interview and select qualified coaches.
- Prepare & Implement Coaches Onboarding Procedure by assisting in the hiring process for new coaches and assistants, including working with human resource to conduct interviews, background checks and new hire paperwork.
- Ensure that all programs are in compliance with state law, league, and regulations.

# ATHLETICS COORDINATOR

## *Job Description*



### DUTIES AND RESPONSIBILITIES (cont.)

#### Finances

- Prepare and administer the athletic budget in coordination with the finance office.
- Prepare and present budget needs/requests for equipment & facility upgrades to Head of School prior to the school board's budget review & approval in March of each year.
- Oversee establishment and collection of athletic fees.
- Oversee the payment of coaches.

#### Operational

- Coordinate game day set-up and tear down of facilities.
- Ensure a safe learning/competing environment of gyms, fields and equipment.
- Schedule employee supervision of all practices, contests, and activities.
- Organize and maintain the inventory of all athletic equipment and storage areas.
- Order necessary equipment for all sports.
- Authorize purchase orders submitted by coaches, volunteers, and sponsors.
- Coordinate first aid kits and supplies.
- Serve as a member of the BCA Groundskeepers Committee to keep informed of the status of fields and aid in proper maintenance
- Keep administration and faculty/staff/parents informed of student involvement through rosters, game schedules and practice times.
- Work in conjunction with the Dean of Upper school and Headmaster in the enforcement of academic and behavioral eligibility.
- Provide information for the school athletic calendar and weekly newsletters.
- Schedule and provide oversight for the athletic banquet.
- Prepare and circulate parent surveys about sports interest.
- Work with the school nurse to ensure all students have a Physician Physical Release Form on file before students can participate.
- Lead, organize and plan athletics meetings for students and parents.
- Attend at least 2 games/events within each individual sport season
- Attend BCA faculty and staff meetings.

# ATHLETICS COORDINATOR

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## QUALIFICATIONS

- Must be a Christian and agree fully with the BCA's Statement of Faith
- Must be active in a local church and in good standing
- Strong oral and written communication skills and basic computer skills.
- High energy and takes initiative.
- The ability to work well with others (staff, students, and parents) and alone.
- Excellent leadership, organizational, and interpersonal skills.
- Must have the ability to organize people, events, and paperwork.
- Must be comfortable and amiable in interacting with many people throughout the day.
- Must have a track record of reliability, accuracy, discretion, initiative, and attention to detail.
- Flexibility and the ability to remain composed when confronted with competing demands.
- Discretion in maintaining confidentiality of records and information.