

GRAMMAR SCHOOL TEACHER

Job Description



POSITION SUMMARY

The Grammar School faculty teaches and trains the Grammar 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 Grammar.

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 Grammar 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 Grammar 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.