

**Christian Unified Schools of San Diego (“CUSSD”)**

**Teacher Job Description**

The teacher is the primary instructor and caregiver to the students during the school day. The teacher stands in *loco parentis* while students are in the teacher’s care. The teacher is to model Christian beliefs, thoughts, and actions at all times, both on and off the job, to the students they teach.

Goal: The teacher shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.

**Overview: The teacher shall be a born-again, college graduate, certified or certifiable, who feels called of God to the teaching profession. The Board of Directors as deemed appropriate might add other qualifications**

**A. Qualifications**

1. Profess Jesus Christ as your personal Savior.
2. Believe that the Bible is God’s Word and is authoritative on all matters of which it speaks.
3. Model Christian beliefs, thoughts, and actions toward others including a commitment to God’s Biblical standards for sexual conduct. Luke 6:40.
4. Endorse and comport with the CUSSD Articles of Faith, Staff Code of Ethics and Professional Code of Conduct.
5. Place Christ and His Word at the center of knowledge and learning.
6. Possess spiritual maturity, academic ability, and personal leadership qualities to “train up a child in the way he should go.”
7. Bachelor’s degree from an accredited college or university.
8. Possesses or will possess within the first year of CUSSD employment an ACSI temporary Teacher Certification.
9. Possesses or will possess within five years of CUSSD employment commencement California Teaching Credential.
10. Exceptional oral and written communication.

**B. Essential Functions of the Job**

1. Integrate Biblical principles and the Christian philosophy of education throughout the curriculum and activities.
2. Motivate students to accept God’s gift of salvation and help them grow in their faith and self worth in Christ.
3. Honor Christ in every class, and in every activity.
4. Teach classes as assigned following prescribed scope and sequences scheduled by the administrator.
5. Keep proper discipline in the classroom and on the school premises.

6. Maintain a clean, well-ordered classroom.
7. Plan broadly through the use of lesson plans and objectives.
8. Plan a program of study that, focuses on the needs, interests, and abilities of the students, challenging each to do his/her best work.
9. Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
10. 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.
11. Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media.
12. Use homework effectively for drill, review, enrichment, or project work.
13. Prepare written course materials, students evaluations, and parental correspondence.<sup>1</sup>
14. Assess the learning of students on a regular basis and provide progress reports as required.
15. Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
16. Keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.
17. Develop and maintain rapport with students, parents, and staff.
18. Follow the Matthew 18 principle in dealing with students, parents, staff, and administration.
19. Seek the counsel of the administrator, colleagues, and parents while maintaining a teachable attitude.
20. Respectfully submit and be loyal to constituted authority.
21. Attend and participate in scheduled devotional, in-service, retreats, committee, faculty, and parent teacher fellowship meetings.
22. Understand and implement the procedures for dealing with issues of an emergency nature.
23. Inform the administration in a timely manner if unable to fulfill any duty assigned. Prepare adequate information and materials for a substitute teacher.
24. Refuse to use or circulate confidential information inappropriately.
25. Monitor and supervise, and at times, participate with students on school grounds throughout the school day including during recess, upon school commencement and dismissal.
26. Assist students, teachers, administrators, and staff in obtaining emergency medical care.
27. Supervise and attend assigned extra curricular activities, organizations, and outings.
28. Cooperate with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
29. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
30. Perform any other duties that may be assigned by the administration.

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<sup>1</sup> Revised February 2006

**Note: These functions are not exhaustive.**

**C. Relationships**

1. Reports to the Superintendent and the site Administrator
2. Supervises student teachers, aides, volunteers, and students.
3. Coordinates with other members of the CUSSD staff.

**Physical Requirements to Fulfill the Essential Functions of this Job**

Site Issues

- A teacher must be able to gather his/her students (when required) together on the parking lot into a cohesive unit and be able to move the children from an area on the parking lot to and into a building.
- Elementary teachers are required to take their students onto the playground and supervise them during outside recess. High school and junior high teachers are required to monitor and supervise students outside the classroom

Buildings

Multi-Level Classrooms

- When circumstances require, teachers must be able to climb the stairs to reach the classroom.

Distance (entrance to classroom, office to classroom, classroom to gymnasium/playground, classroom to faculty lounge, classroom to lunch area, etc.)

- Students are required to move about in the building from the classroom to the lunch areas, the library, the gym, and/or playground, and music room. Teachers must be able to accompany students in the hallways or in other places in the building as they move from one location to another location.

Classrooms

Height of Chalkboards and Bulletin Boards

- Secondary teachers must be able to write on the chalkboards and prepare bulleting boards between 4-7 feet in height so that students, particularly in the back of the room, can see the necessary information.

Able to See and Interact With Students

- Teachers in the school must have sufficient vision to allow for active supervision and interaction with students.

Teaching

- Teachers must be able to demonstrate lesson concepts using chalkboards, media, and hands-on materials.
- Teachers are required to prepare evaluation reports, fill in records, and on numerous occasions, communicate with parents in writing.

## Supervision

Indoor (classroom, play areas/gymnasium, etc.)

- Teachers must be able to actively supervise students within the classroom or in the gymnasium area for indoor recess. On occasion, elementary faculty should participate with students in organized games and activities.

Outdoor (playground, sports field, lunch areas, etc.)

- Teachers must be able to supervise students in their classroom, on the playground, and during lunch. Teachers must also supervise students at the closing of each day as students are dismissed.

## Emergencies

Summoning Help

- A teacher must be able to quickly summon help when an emergency arises, including but not limited to, in the classroom, gymnasium, or on the playground.

Applying Emergency First Aid

- Teachers are required to render minimal first aid to students who may be injured while in the classroom, gymnasium, or on the playground.

## Duty of Care

- A teacher must be able to undertake his/her duties in such manner as to fulfill the standard of care toward the students required by law of CUSSD.

## **Supplemental Functions**

### **The teacher shall:**

1. Supervise extra-curricular activities, organizations, and outings as assigned.
2. Utilize educational opportunities and evaluation processes for professional growth.
3. Provide input and constructive recommendations for administrative and managerial functions in the school.
4. Support the broader program of the school by attending extra-curricular activities when possible.
5. Perform any other duties that may be assigned by the administration.