

Coastline Christian Schools

A Ministry of Bay Area Chinese Bible Church

CHRISTIAN TEACHER Job Description

PURPOSE: The Christian teacher should prayerfully help students learn attitudes, skills and subject matter that will contribute to their development as mature, able, and responsible individuals to the glory of God.

HOURS: Monday-Friday, full time, 100% FTE

ACCOUNTABILITY: This exempt position reports to the Administration.

LOCATION: Alameda, CA

MINIMUM REQUIREMENT: Bachelor's degree from a regionally accredited institution.

Essential Functions

1. Reflect the purpose of the school which is to honor Christ by representing Him faithfully, introducing students to God's gift of salvation, and helping them grow in faith.
2. Cooperate with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
3. Teach classes as assigned following prescribed scope and sequence as scheduled by the administrator integrating Biblical principles and the Christian philosophy of education throughout the curriculum and activities.
4. Keep proper discipline and manage students in the classroom and on the school premises to create a caring and conducive learning environment.
5. Maintain a clean, attractive, well-ordered classroom.
6. Plan broadly using semester and quarterly objectives and currently using lesson plans.
7. Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
8. Utilize valid teaching techniques and a variety of instructional approaches, methods, and materials to achieve curriculum goals within the framework of the school's philosophy which is to reach the whole child: spiritual, mental, physical, social, and emotional.
9. Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media.
10. Use homework effectively for drill, review, enrichment or project work. Assess regularly for effective feedback and progress reports.
11. Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
12. Keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.
13. Recognize the need for good public relations both within and out of school. Represent the school in a favorable and professional manner to the school's students, parents, staff, constituency, and the general public. Follow the Matthew 18 principle in dealing with students, parents, staff, and administration.
14. Seek the counsel of the administrator, colleagues, and parents while maintaining a teachable attitude.
15. Attend and participate in scheduled devotional, in-service, retreats, committee, staff, and PTF meetings.
16. Assist with monitoring and substitution duties as needed.
17. Inform the administration in a timely manner if unable to fulfill any duty assigned. Prepare adequate information and materials for a substitute teacher.
18. Perform other duties as assigned.