



Job Description: CHRISTIAN TEACHER

Position Title:	CCS Teacher
Hours:	K-8 school year, Monday-Friday, Part time or Full time
Reports to:	This exempt position reports to the school Administration
Minimum Req:	Bachelor's degree from a regionally accredited institution

PURPOSE: The Christian teacher should prayerfully and skillfully 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.

QUALIFICATIONS:

- Be a born-again Christian with active involvement in the ministries of BACBC (e.g. worship attendance, small group participation) or of a like-faith church. Be a positive Christian role model at all times in attitude, speech, and actions toward others.
- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Proficiency in communication and administration: online/digital e-mail, Google Suite apps (Docs, Sheets, Slides, etc.), MS Office apps

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 that promotes student learning, schoolwide goals, and student pride and ownership.
6. Plan each subject with quarterly objectives and pacing. Use quarterly objectives, curriculum, and CA state standards to plan weekly lessons. Weekly lesson plans are submitted to the administration. Course syllabi are written and given to students at the beginning of each school year.
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 class field trips, guest speakers, and special events each year. There are several grade specific overnight field trips, day trips, and special events.
10. Use homework effectively for drill, review, enrichment or project work.
11. Use formative and summative assessments regularly to check for student learning and to give effective feedback to students.

To apply, find our Employment Application on our website,
<https://www.coastlinechristian.org/employment>
or contact Human Resources at HROffice@bacbc.org

12. Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress; upload students' grades weekly on the school's online grade server.
13. Keep students, parents, and the administration adequately informed of students' progress or deficiencies, and give sufficient notice of failure.
14. Recognize the need for good public relations both within and outside of school. Represent the school in a favorable and professional manner to the school's students, parents, staff, constituency, and the community. Follow the Matthew 18 principle in dealing with students, parents, staff, and administration.
15. Work with administrators, colleagues, and parents while having a teachable attitude. Meet with parents-as needed-to problem solve a student's academic or behavioral issues.
16. Supervise students during assigned recess times and other monitoring duties (AM and PM crosswalk, lunch help, etc.).
17. Substitute teach (total of 8 hrs./year) for a colleague when possible; office will ask in times of need.
18. Inform the administration in a timely manner if you are unable to fulfill any duty assigned. Prepare adequate information and materials for a substitute teacher.
19. Place this teaching position ahead of other part-time jobs or volunteer work.

Administrative Duties:

- Create, implement, review, and revise your grade level subject curriculum guides. Curriculum guides include the philosophy of Christian education by subject, subject matter curriculum maps, and subject matter scope & sequence documents.
- Attend and participate in scheduled staff meetings, employee training, and in-service meetings, such as the following: new teacher in-service, all staff before school in-service, weekly staff meetings, weekly teachers' meetings, minimum day collaboration and/or training meetings, etc.
- Attend and participate in schoolwide events, such as the following: Before School Family Orientation, Open House, Ram Run, Gala, Readathon, etc.
- Parent Teacher Conferences in the fall
- Back to School Night (currently only Middle School)
- Kindergarten & Middle School Information Night (K & MS Staff)
- ACSI & WASC Accreditation work
- ACSI Teacher Certification
- Graduation Ceremonies & Celebrations (K, 5th, and 8th grade staff)
- Red Cross 1st Aid/CPR, Blood Borne Pathogen, safety trainings & certifications
- Sexual Harassment Prevention & Mandated Reporting Trainings & Certifications
- Professional development workshops and conferences throughout the year
- Perform other duties as assigned

To apply, find our Employment Application on our website,
<https://www.coastlinechristian.org/employment>
or contact Human Resources at HROffice@bacbc.org