

1 Job Responsibilities

1.3 Teacher

- Plan and implement a quality instructional program in accordance with teaching assignments and the mission of the school.
- Submit daily attendance.
- Conduct daily devotions and prayer time.
- Conduct Pledge of Allegiance to the United States.
- Communicate information to the students.
- Check and correct dress code and other policy violations.
- Facilitate the communication with parents by collecting and maintaining a file of documents such as “Rules and Regulations Agreement,” progress reports, report cards, etc.
- Maintain proper respect and discipline in the classroom. Refrain from any open display of uncontrolled anger and the degrading of any student.
- Integrate biblical principles and information as appropriate into content areas.
- Evaluate student performance frequently through a variety of instruments.
- Maintain open communication with parents on all phases of student progress.
- Keep assigned teaching areas clean, organized, attractively decorated and properly secured.
- Carry out routine extra duty responsibilities as assigned.
- Attend all required school meetings, i.e. devotions, faculty meetings, special events and all others as assigned.
- Maintain proper records in accordance with assigned positions, i.e. Web-based updates, Friday folders, lesson plan books, grade books, report cards, progress reports, and cumulative records.
- Maintain and enforce policies and procedures pertaining to students, i.e. dress code, behavioral guidelines.
- Attend conferences and participate in professional development activities.
- Provide input for annual observation/evaluation, including goal setting and achievements.
- Implement annual checkout procedures including inventories, cleaning, storage, and record keeping.
- Participate in efforts related to the accreditation process.
- Act as spiritual role model in the classroom, providing prayer, counseling and biblical teaching.
- Implement all policies and procedures set by the administration.
- Accept responsibility for other assigned duties deemed necessary for the operation of MCS.