



## Teacher

Job Description

### General

The teacher is employed by the Headmaster to provide instruction to the students of Providence Academy. Per WI statutes, employment with Providence Academy is at will. This means employment is for an indefinite period of time and it is subject to termination by the employee or Providence Academy, with or without cause, with or without notice, and at any time. In addition, the performance of the teacher will be evaluated by the Headmaster/Administrator who will determine whether the teacher should continue in the teaching position.

### Guidelines

The teacher's responsibilities can be grouped into the following areas and form the basis for the annual performance evaluation.

#### 1. QUALIFICATIONS, CHARACTER TRAITS, AND ABILITIES

- A growing Christian with a positive testimony.
- Knowledgeable about the Bible and able to apply its principles to teaching, correction, and reproof.
- Testimony is consistent with and has signed the Statement of Faith.
- Strong leadership capacity and ability to relate well to and perform harmoniously with other staff, committee members, parents, the Headmaster/Administrator and school board.
- Highly respected as a Christian.
- Willing to participate in teacher training or other classes related to profession.
- Reliable, consistent attendance.
- Able to enforce discipline from a Biblical perspective.
- Leadership qualities that will allow them to train up a child in the way they should go.
- Well organized and well-read in own area of expertise.
- Be able to sign and maintain the school's Confidentiality and Non-Disclosure Agreement.
- Candidates for teaching positions should possess as a minimum a bachelor's degree. Classroom experience is highly desired. (In a rare case, with board approval, a person may be considered for a teaching position without possessing a bachelor's degree).

#### 2. TEACHING RESPONSIBILITIES

- Teach regularly scheduled classes in their assigned curriculum area on the master schedule.
- Be informed as to the academic, spiritual, and social development of each of their students.
- Employ instructional aids, methods, and materials that will provide for creative and effective teaching.
- Ensure that the curricula, material, and methods of teaching used support the philosophy of Providence Academy to provide a classical Christ-centered education.
- Create course syllabi with corresponding lesson plans and assignments, as needed.
- Develop course goals and objectives that align with the curriculum guide and are reflected in lesson plans.
- Complete daily lessons and upload those lessons to the school's software program.



- Maintain adequate records of attendance and grades to meet the requirements of the Headmaster/Administrator, the State of Wisconsin, and for the teacher's own needs for assessment of the students' progress.
- Make homework assignments as appropriate to age and grade level.
- Plan through approved channels the use of field trips, guest lecturers, and other media for creative and effective teaching.
- Keep proper discipline in the classroom and on the school premises.
- There is no additional pay for full-time employees that cover classes for a fellow teacher.
- Part-time employees will receive additional pay if they sub on days they are not scheduled to work, which includes, for example, if they sub in the afternoon but are only scheduled to work in the morning.
- Full-time faculty are expected to report to school by 7:30 am. Faculty may need to report to school earlier in the event that they have morning duties. The students release at 3:15 pm. Faculty may leave once the students have been released, as long as they do not have after-school duties nor a staff meeting.

### **3. TEACHER-HEADMASTER RELATIONSHIP**

Collaborate with the Headmaster/Administrator in the development of the curriculum and to suggest appropriate text etc. to most effectively teach his/her subject(s).

- Provide the Headmaster/Administrator information and counsel on each student's educational progress and problems.
- Fully support the decisions of the Headmaster/Administrator when final.
- Attend regular conferences with the Headmaster/Administrator.
- Annually complete a professional review process with the Headmaster/Administrator on the previous year's teaching experience.
- Observe the grievance process by taking all grievances initially to the Headmaster/Administrator and then to the board as necessary.
- Refer all difficult discipline problems to the Headmaster/Administrator to assist in correcting these problems.
- Assist the Headmaster/Administrator in determining the budget needs of his/her assigned class(es).

### **4. NON-TEACHING DUTIES**

- Keep a record of textbooks assigned to students and the condition of those books at time of assigning as well as returning.
- Attend staff meetings, teacher prayer meetings, and other functions of the school when related to the teacher's area of responsibility.
- Attend Convocation, Commencement, the Saturday Open House (Full-Time only), and All School Trimester Meetings.
- Always be available and open to the Holy Spirit's leading to minister to the spiritual needs of the students and staff.
- Pray for the students.
- Supervise playground, lunch, drop off and pickup, and any such student activities as the Headmaster/Administrator may assign.
- Maintain personal and professional growth by reading within and outside his/her area of teaching, attending educational conferences and in-service seminars.



### **Parent-Teacher Relationship**

1. Have parent-teacher conferences.
2. Communicate concerns and commendations about students to their parents.