

Kardia Classical School - Teacher Job Description

Objective: This is not intended to be a complete delineation of all the possible responsibilities of a Kardia Classical School teacher. Rather, it is a general description of the basic tasks a teacher will be normally required to perform and be evaluated upon. In addition, it is expected that the teacher will comply with all applicable school policies and guidelines.

BASIC TASKS OF A TEACHER AT KARDIA CLASSICAL SCHOOL:

1. *Spiritual Leadership* - The teacher is expected to consistently exhibit love, joy, peace, and spiritual maturity before his students and the rest of the school. The teacher is expected to be a student and lover of the Bible, God's only written Word. He is to use the school's curriculum guide and the Bible in constructing his daily Bible classes. Active, joyful participation in any staff prayer meetings and school assemblies is expected.
2. *Classroom Management/Environment* - The teacher is expected to maintain a neat, organized, clean, and stimulating classroom environment for his students. This implies that the students will take an active part in cleaning and maintaining their room's appearance. The teacher should set up simple, manageable class routines to accomplish basic tasks, e.g. taking attendance, homework collection, daily cleaning schedules, materials storage and distribution, etc.
3. *Lesson Preparation and Presentation* - The teacher should have a thorough knowledge of and interest in the subjects he is assigned to teach. These will normally include Bible, reading, mathematics, science, grammar, composition, spelling, handwriting, history, Latin and/or geography. Also, in most grades a working knowledge and interest in art, music, and physical education is necessary, though these are normally taught by other specially trained teachers. The teacher is expected to encourage the students to see how all subjects are interrelated, as parts of God's integrated universe. Clear language and appropriate vocabulary are also expected. We understand that you may not be hired to teach all subjects. Please be prepared for the subjects that you are hired for, and reach out to other teachers to see how you can work together to better each child's learning experience.
4. *Classroom Decorum and Discipline* - The teacher should be very familiar with and able to apply the spirit, as well as the letter, of the school rules. An orderly (not necessarily silent) working atmosphere is to be the norm. Students should be aware of the class and school rules and be encouraged to exercise self-discipline. When administrative discipline is necessary, the teacher is expected to accompany the student to the front desk and give the administrator an accurate accounting of the student's offense. The teacher is expected to diffuse and deal with the vast majority of corrective discipline situations within his classroom by using the six heart questions.
 - a. What was going on?
 - b. What were you thinking and feeling as it happened?
 - c. What did you do in response?
 - d. Why did you do it, what were you seeking to accomplish?
 - e. What was the result?
 - f. How do you make it right?

5. *Student Learning* - The teacher should seek to stimulate and maintain the students' interest in the material. Recognition and reasonable compensation for individual needs is also necessary. A variety of techniques (in addition to testing) should be used to measure the students' progress (see the Lost Tools Chart).
6. *Planning and Communications* - The teacher's weekly and quarterly plans should reflect creativity and a good use of class time. Weekly lesson plans are to be shared with your administrator weekly through our KCS Google Drive. The teacher is to regularly communicate with the parents in their class. Emphasis should be placed on getting to know the families well, as well as letting them know what is happening in the class. The parents should feel welcome to visit and assist in the classroom.
7. *Professionalism* - The teacher is to demonstrate pride consistently and joyfully in Kardia Classical School by his work, punctuality, speech, attitude, dress, and attention to duties.