

# Teacher Job Description

Helena Christian School exists, first and foremost, to honor Christ by providing a Christ-centered education that builds upon the truths of the Bible. Following Ecclesiastes 4:12, “A cord of three strands is not easily broken” we partner with parents and the church in training students. Our purpose is to educate them with academic excellence and biblical training; build Godly character of honesty, integrity and love; and inspire them to be Christian leaders for a life of service to their Savior, homes, churches, vocations and communities.

Employment at Helena Christian School is open to qualified individuals who are Christians of good character. Helena Christian School does not discriminate in employment, or in the terms or conditions of employment, on the basis of race, sex, national or ethnic origin, color, age, or disability. Helena Christian School is a religious educational ministry, and as such, utilizes religion as an employment criteria.

All prospective and current employees must agree with Helena Christian School’s mission statement, and they must be willing to conduct their lives in conformity with the school’s statement of faith and the school’s code of ethics, serving as a Christian role model.

All employees at Helena Christian School are called to share the Gospel message and should seek opportunities to pray and counsel with students and parents.

## **Responsible For:**

Educating their students in all the grades and subjects assigned to them within the context of a biblical worldview. As a minister of the Word of God (the Bible) to their students, a teacher must be a consistent model of biblical behavior in his or her professional and personal life.

The teacher is a spiritual and educational leader who represents a consistent and effective model of integrity, efficiency, and accountability in performing their duties.

## **Spiritual Qualifications:**

- Is an evangelical Christian dedicated to a Christian, Bible-teaching church
- Attends church on a regular basis
- Fully supports without reservation Helena Christian School’s Statement of Faith, Mission Statement and Core Values.
- Publicly professes to be a believer in Jesus Christ as evidenced by a strong, clear, personal testimony and a growing relationship and lifestyle that reflects a maturity and intimacy with God
- Has a strong knowledge and understanding of Scripture
- Is a servant-leader whose conduct exemplifies biblical principles
- Has a genuine excitement and passion for Christian education

- Seeks to be a role model in attitude, speech, actions, and a consistent daily walk with Jesus Christ.
- Follows the Matthew 18 principle in dealing with students, parents, staff, and board
- Shows by example the importance of Scripture memorization and study, prayer, witnessing, and unity in Christian fellowship
- Leads students to a realization of their worth in Christ and testifies to God's gift of salvation.

### **Physical Qualifications:**

- Must be able to lift up to forty pounds
- Must be able to climb stairs
- Must be able to climb a ladder up to eight feet
- Must be able to walk and run short distances
- Must be able to stand for extended periods

### **Professional Qualifications:**

- Must possess at least a bachelor's degree from an accredited college
- Must be qualified to receive and maintain an ACSI credential
- Overall computer proficiency or the willingness to learn
- Ability to articulate a Christian philosophy of education and possess a biblical worldview consistent with Scripture
- Strong organizational, time management, problem solving, and computer application skills
- Effectiveness in oral and written communication
- Evidence of being a team player who is responsive to authority and adhering to set policies and procedures
- Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Ability to multi-task and prioritize projects.
- Demonstrate an ability to work with and encourage students of varying academic strengths and abilities

### **Personal Qualifications:**

- Integrity, credibility, and dedication to the mission of Helena Christian School
- A passion for educating and disciplining children through God's word
- A life consistent with biblical principles
- The spiritual maturity to listen and respond appropriately to the counsel and concerns of others

- Exhibit professional leadership, a biblical worldview, organizational, communication and relational skills in working with parents, staff, board, and community
- Live a life consistent with Helena Christian School's Statement of Faith, Mission, Vision and Core Values

### **General Qualifications:**

- Ability to work effectively in a team environment
- Proven strength in interpersonal skills
- Ability to create a supportive work environment
- Exhibits the ability to be an inclusive decision-maker when confronted with challenging issues and concerns
- Possesses a professional demeanor while remaining approachable
- Ability to put people at ease and comfortably interact with people representing diverse backgrounds
- Possess the ability to develop close relationships with parents, staff, and community
- A healthy level of self-confidence combined with biblical humility
- Ability to think strategically and to analyze complex situations
- Ability to solve problems by engaging appropriate parties in the development and implementation of solutions
- Insight into contemporary culture and the challenges facing families, youth, and Christian education
- Recognize the need for good public relations; represent the school in a favorable and professional manner to the school's constituency and the general public to include your representation on social media platforms
- Abide by and set an example in how you dress and your professional appearance
- Read and abide by the staff handbook
- Maintain current CPR certification (training provided by the school)
- An innovative practitioner of ways to enrich educational programs and administrative processes that engage parents and staff support while fostering desired student outcomes

### **Essential Duties (including but not limited to the following):**

- Lead students to accept God's gift of salvation, help them to grow in their faith, and lead them to a realization of their worth in Christ
- Integrate biblical principles and the Christian philosophy of education throughout the curriculum and activities
- Value each student as special in God's eyes.
- Clearly articulate materials in assigned teaching subjects
- Inspire students to academic excellence while recognizing each student's unique abilities and learning style.
- Build academic confidence and inspire a love of learning in students

- Supervise duties as assigned
- Help with major school events before, during and after school (For example: track meet, Christmas programs, tournaments, auction and the plant stand)
- Keep students, parents, and the administration adequately informed of progress or struggles and give early and often notice of academic or behaviors issues or concerns
- Maintain current grades and lesson plans on the learning management software
- Attend and participate in scheduled devotional, in-service, committees, faculty, and parent meetings
- Maintain an up-to-date ACSI credential and continued professional development training
- Be punctual to all meetings and duties
- Maintain a clean, attractive, well-ordered classroom
- Know the procedures for dealing with issues of an emergency nature
- Inform the administration in a timely manner if unable to fulfill any duty assigned
- Prepare adequate information and materials for a substitute teacher
- Seek opportunities to pray and counsel with students and parents
- Participate in and lead staff devotions