

---

## Introduction

Oakland Christian School is a special organization centered on our Lord and Savior Jesus Christ. As a school, we are committed to partnering with Christian Families and local churches, as well as the global body of Christ to help equip the next generation to impact the world for Jesus Christ.

Our administration, teachers, and staff are energetic, knowledgeable, and highly qualified. Their ministry is clearly marked by dedication and service to The Lord. OCS families (students, parents, grandparents, and alumni) are committed to Christian education. We love our families and their support is continually felt in return.

## Mission

Oakland Christian School exists as an inter-denominational, evangelical, Junior Kindergarten through the 12th-grade educational institution that strives to equip students to fulfill their unique God-given purpose. Our mission statement encapsulates and communicates the core objectives of our institution.

***“Oakland Christian School equips students to fulfill their unique God-given purpose.”***

## General Description:

The teacher reports to the Elementary Principal. The principal will evaluate the performance of the teacher regularly and make renewed employment recommendations to the Head of School.

The teacher shall be called by God to the teaching profession and he/she shall be one of spiritual maturity with academic and leadership abilities that will allow him/her to “train up a child in the way he should go.”

## Qualifications:

- Testimony of a relationship with Jesus Christ and subscribe to the statement of faith of Oakland Christian School
- Active in a church that believes the Bible is God’s word
- State of Michigan teaching credentials
- Bachelor’s degree (minimum)
- Personal resume
- Transcripts or verification of degree
- Must participate in ongoing training to keep current with new trends and technologies related to improving teaching strategies and methods.
- Must possess technical skills in order to facilitate grading, communication, and learning expectations.

---

**Desirable Traits and Attitudes:**

- Positive attitude
- Independent worker and team player
- Willing to attend training sessions

**Responsibilities (by area)**

**Planning and Preparation**

- Maintains accurate records of student performance, and reports student progress to parents and/or legal guardians.
- Uses instructional techniques, materials, and media consistent with the needs and capabilities of the student(s) involved.
- Follows and develops curriculum guides and creates instructional resources for use in the classroom.
- Demonstrates evidence of planning through written lesson plans.
- Contributes to departmental development of curriculum and course of study.
- Develops testing/examination criteria to assess that students have acquired the necessary understanding to meet objectives.

**Classroom Environment**

- Maintains a class environment where each child is considered a worthy individual.
- Maintains discipline that will provide an environment for learning and insure the protection of students, equipment, materials, and facilities.
- Maintains a professional relationship with students and creates a positive educational climate for all students to learn in.
- Maintains a neat and professionally attractive classroom atmosphere.

**Instruction**

- Strives to implement by instruction and action the school's philosophy of education and instructional goals and objectives.
- Diagnoses the learning needs of students on a regular basis and gears instruction to address their identified needs.
- Meet course and school-wide student performance goals.
- Create projects designed to enhance instruction.

**Professional Responsibilities**

- Satisfactorily completes reports, assignments, and record-keeping activities on time.
- Maintains accurate and complete records in accordance with school policies.
- Fulfills commitment to students by carrying out the intent of designated responsibilities as assigned by the principal.
- Maintains a positive working relationship with colleagues and parents.

- 
- Maintains confidentiality regarding student progress.
  - Demonstrates the physical and mental requirements for teaching assignments.
  - Supports student activities and extracurricular events.
  - Attends faculty, in-service, and other professional meetings.
  - Be available to students and parents for education-related purposes outside the instructional day when needed.
  - Seeks to understand the family and home situation of each child.
  - Develop professional relationships with other agencies and programs.
  - Work with program coordinators to ensure school initiatives are being met.

#### Spiritual Leadership

- Continues to grow in relationship with the Lord through personal Bible study and prayer.
- Follows Scriptural principles in dealing with students, parents, and colleagues.
- Integrates Scriptural truth in teaching and lesson planning.