

Oakland Christian School
Secondary Teacher Job Specifications
High School English

I. General Description

The Secondary English Teacher teaches students in Grades 9 -12 and reports to the Secondary Principal.

The teacher shall be called of 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.”

II. Qualifications

- A. Must be a born-again Christian and subscribe to the Statement of Faith of Oakland Christian School.
- B. Must be a member in good standing and maintain attendance of a local church.
- C. Must hold a bachelor’s degree.
- D. Must have and maintain a current Michigan Teacher Certification.
- E. Must participate in ongoing training to keep current in new trends and technologies related to improving teaching strategies and methods.
- F. Must possess technology skills in order to facilitate grading, communication, and learning expectations.

III. Responsibilities (by Area)

A. Planning and Preparation

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

B. Classroom Environment

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

C Instruction

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

D. Professional Responsibilities

1. Satisfactorily completes reports, assignments and record keeping activities on time.
2. Maintains accurate and complete records in accordance with school policies.
3. Fulfills commitment to students by carrying out the intent of designated responsibilities as assigned by the principal
4. Maintains a positive working relationship with colleagues and parents.
5. Maintains confidentiality regarding student progress.
6. Demonstrates the physical and mental requirements for teaching assignments.
7. Supports student activities and extra-curriculum events.
8. Attends faculty, in-service, and other professional meetings.
9. Be available to students and parents for education-related purposes outside the instructional day when needed.
10. Seeks to understand the family and home situation of each child.
11. Develop professional relationships with other agencies and programs.
12. Work with program coordinators to ensure school initiatives are being met.

E. Spiritual Leadership

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