

**OAK PARK CHRISTIAN ACADEMY**  
**931 Lake Street, Oak Park, Illinois**  
**(708) 445-3030**

**CHRISTIAN TEACHER JOB DESCRIPTION**

**GENERAL DESCRIPTION**

- GOAL:** The teacher shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.
- OVERVIEW:** The teacher shall be a born-again Christian, college graduate, certified teacher who feels called of God to the teaching profession. Other qualifications may be added by the Board as deemed appropriate.
- CONTRACTED BY:** School Board upon recommendation of the administrator for one year.
- RESPONSIBLE TO:** Administrator
- SUPERVISES:** Student teachers, aides, volunteers, and students.
- EVALUATION:** Teacher performance will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**REQUIRED PERSONAL QUALITIES**

The teacher shall:

1. Have received Jesus Christ as his/her personal Savior.
2. Believe that the Bible is God's Word and standard for faith and daily living.
3. Be a *Christian role model* in attitude, speech and actions towards others. This includes being committed to God's biblical standards for sexual conduct. *Luke 6:40 "A student is not above his teacher, but everyone who is fully trained will be like his teacher."*
4. Be a member in good standing at a local, evangelical church which has a statement of faith in agreement with the school's Statement of Faith

5. Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
6. Be in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
7. Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."

### **ADDITIONAL PERSONAL QUALITIES**

The teacher shall:

1. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
2. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
3. Meet everyday stress with emotional stability, objectivity, and optimism.
4. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy.
5. Use acceptable English in written and oral communication. Speak with clear articulation.
6. Respectfully submit and be loyal to constituted authority.
7. Notify the administration of any policy he/she is unable to support.
8. Refuse to use or circulate confidential information inappropriately.
9. Place his/her teaching ministry ahead of other jobs or volunteer activities.
10. Make an effort to appreciate and understand the uniqueness of the community.

## **JOB DESCRIPTION**

### **Essential Functions**

The teacher shall:

1. Reflect the purpose of the school which is to honor Christ in every class and in every activity.
2. Motivate students to accept God's gift of salvation and help them grow in their faith.
3. Lead students to a realization of their self-worth in Christ.
4. Cooperate with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
5. Teach classes as assigned following prescribed scope and sequence as scheduled by the administrator.
6. Integrate Biblical principles and the Christian philosophy of education throughout the curriculum and activities.
7. Keep proper discipline in the classroom and on the school premises for a good learning environment.
8. Maintain a clean, attractive, well-ordered classroom.
9. Plan broadly through the use of semester and quarterly plans and objectives, and more currently through the use of a lesson plan book.
10. Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
11. Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
12. Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
13. Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media.
14. Use homework effectively for drill, review, enrichment or project work.
15. Assess the learning of students on a regular basis and provide progress reports as required.
16. Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.

17. Keep students, parents, and the administration adequately informed of progress of deficiencies and give sufficient notice of failure.
18. 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.
19. Develop and maintain rapport with students, parents and staff by treating others with friendliness, dignity, and consideration.
20. Follow the Matthew 18 principle in dealing with students, parents, staff, and administration. (Matthew 18:15-20)
21. Seek the counsel of the administrator, colleagues, and parents while maintaining a teachable attitude.
22. Attend and participate in scheduled devotions, in-service, retreats, committee, faculty, and Parent-Teacher Fellowship meetings.
23. Know the procedures for dealing with issues of an emergency nature.
24. Inform the administration in a timely manner if unable to fulfill any duty assigned. Prepare adequate information and materials for a substitute teacher.

### **PHYSICAL REQUIREMENT**

#### **To fulfill the essential functions of this job**

**SITE:** A teacher must gather his/her children together on the parking lot into a cohesive unit and be able to move the children from an area on the parking lot to and into the building.

Elementary teachers must be able to take their students to local parks, the library, recreation facilities, and other local establishments for supervised activities. This requires the ability to escort and supervise children over a multi-block area as they cross busy streets in an urban environment.

Teachers must be able to keep up with their students, control them until reaching their destination and remain with the students at that location.

**BUILDING:** All classrooms and the gymnasium are accessed by stairs. Therefore, teachers must be able to climb stairs in order to reach their classrooms and other areas of the school.

Students in each individual classroom are required to move about in the building from the classroom to the lunchroom, the gym, the chapel and/or the school office. Teachers must be able to accompany students

in the hallways or in other places in the building as they move from one location to another location.

**CLASSROOM:** Elementary teachers must be able to write on the chalkboards and prepare bulletin boards (monthly) between 2 ½-6 feet in height so that students can see the necessary information.

Teachers in the school must have sufficient vision and hearing to allow for active supervision and interaction with students.

**TEACHING:** Teachers must be able to demonstrate lesson concepts using chalkboards, media, hands-on materials and computers.

Teachers are required to prepare evaluation reports, fill in records, and on numerous occasions, communicate with parents both verbally and in writing.

**SUPERVISION:** Indoor (classroom, play areas/gymnasium):  
Teachers must be able to actively supervise students within the classroom or in the gymnasium area for indoor recess or physical education. On occasion, elementary faculty should participate with students in organized games and activities.

Outdoor (playground, parks, parking lot):  
Teachers in the elementary school must be able to supervise students in their classroom or while on the playground, parking lot, or park. Teachers must supervise students at the closing or each day as students are dismissed.

**EMERGENCIES:** A teacher must be able to quickly summon help when an emergency arises either in the classroom, gymnasium, or on the playground.

Teachers are required to render minimal first aid to students who may be injured while in the classroom, gymnasium, or on the playground.

**ATTENDANCE:** Teachers are required to be present daily half an hour before the children arrive until half an hour after the children depart. They are also required to be present for faculty meetings and other special functions after school, and occasionally for meetings or other functions in the evening.

**JOB DESCRIPTION**  
**Supplemental Functions**

The teacher shall:

1. Supervise extra-curricular activities, organizations, and outings as assigned.
2. Utilize educational opportunities and evaluation processes for professional growth.
3. Provide input and constructive recommendations for administrative and managerial functions in the school.
4. Support the broader program of the school by attending extra-curricular activities when possible.
5. Perform other duties which may be assigned by the administration.