

Ko'olau Baptist Academy

45-633 Keneke Street Kaneohe, Hawaii 96744
(808)233-2900 (808)233-2903 fax
koolauc.org

JOB DESCRIPTION FOR TEACHERS

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 or willing to pursue AACCS certification, and who believes he/she is called and gifted by God to the teaching profession. The pastor may add other qualifications as deemed appropriate.
- Contracted by:** The pastor upon recommendation of the principal.
- Contract period:** One year.
- Supervisor:** Principal
- Supervises:** Students, Teacher's Aides, and Volunteers.
- Evaluation:** Teacher performance will be evaluated in accordance with the provisions of this job description. Further details are given in the teacher's Faculty Manual.

Required Personal Qualities

The teacher shall...

1. Have demonstrated repentance toward God and faith in Jesus Christ as his Savior.
2. Believe that the Bible is God's Word and the standard for faith and daily living (II Timothy 3:16-17).
3. Be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for sexual conduct (Luke 6:40).
4. Be a member in good standing of Ko'olau Baptist Church.
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 church's Constitution and By-Laws and the school's Philosophy of Education.
7. Have the spiritual maturity, academic ability, and the personal leadership qualities to "train up a child in the way he should go" (Proverbs 22:6).

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 (Deuteronomy 6:4-7).
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 authority.
7. Notify the administration of any policy he is unable to perform.
8. Refuse to use or circulate confidential information inappropriately.
9. Place his teaching ministry ahead of other jobs or volunteer activities.
10. Make an effort to appreciate and understand the uniqueness of the local community.

Essential Functions

The teacher shall...

1. Reflect the purpose of the school by honoring Christ in every class and activity.
2. Motivate students to accept God's gift of salvation and help them grow in their faith.
3. Cooperate with the administration in implementing all policies, procedures, and directives governing the operation of the school.
4. Teach classes as assigned following prescribed scope and sequence as scheduled by the principal.
5. Integrate biblical principles and a Christian philosophy of education throughout the curriculum and activities of the school.
6. Keep proper discipline in the classroom and on the school premises for a good learning environment.
7. Maintain a clean, attractive, well-ordered classroom.
8. Plan broadly through the use of school's Standards of Learning, Performance Objectives, Curriculum Guide, and daily lesson plans.

9. 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 best work.
10. Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy of education.
11. Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to educate the whole child: spiritually, mentally, physically, and socially.
12. Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media.
13. Use homework effectively for drill, review, or enrichment.
14. Assess the learning of students on a regular basis and provide progress reports as required.
15. Maintain regular and accurate records of grades to meet the demands for a comprehensive knowledge of each student's progress.
16. Keep students, parents, and the principal adequately informed of progress or deficiencies and give sufficient notice of failure.
17. Recognize the need for good public relations and represent the school in a favorable and professional manner to the school's constituency and the general public.
18. Develop and maintain rapport with student, parents, and staff by treating others with friendliness, dignity, and consideration.
19. Follow the guidelines established in Matthew 18 in handling disputes with students, parents, staff, and the administration.
20. When necessary seek the counsel of the principal, colleagues, and parents while maintaining a teachable attitude.
21. Attend and participate in scheduled devotional, In-Service training, retreats, committees, faculty meetings, school programs, and Parent-Teacher meetings.
22. Implement the procedures for dealing with issues of an emergency nature as needed.
23. Inform the Principal in a timely manner if unable to fulfill any duty assigned and prepare adequate instructions, information, and materials for a substitute teacher.

Physical Requirements to Fulfill the Essential Functions this Job

1. Site

A teacher must gather the 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 a building. This requires ascending a moderate flight of steps or a moderately steep driveway of approximately 50 feet.

Elementary teachers are required to take their students onto the playground and supervise them during outside recess. Teachers must be able to walk around the playground and maintain students within sight or sound while they play on the grass field, the basketball court, and the playground set.

2. Classrooms

All of the classrooms are located on ground level; however, teachers are required to either ascend or descend a moderate flight of stairs to some of the classrooms. Students in each class are required to move about in the building from the classroom to the lunchroom, the library, the playground, and the auditorium. Teachers must be able to accompany students on the sidewalks or in other places in and around the building as they move from one location to another.

In the classrooms, teachers must be able to write on chalkboards and prepare bulletin boards between three feet and seven feet in height. Teachers must be able to see, hear, and interact with students in their class, and have sufficient vision and hearing to allow for active supervision and interaction with the students.

3. Teaching

Teachers must be able to demonstrate lesson concepts using chalkboards, multi-media equipment, hands-on materials. Teachers are also required to prepare evaluation reports, fill in records, and on numerous occasions communicate with parents in writing.

4. Supervision

Teachers must be able to actively supervise students, teacher aides, and volunteers within the classroom or in the classroom area for indoor recess. On occasion, elementary teachers should participate with students in organized games and activities.

Teachers must also be able to actively supervise students on the playground. Teachers must also be able to supervise students, as they are dismissed from school. Teachers must have sufficient vision, speech, and hearing abilities to keep the students under supervision and control.

5. Emergencies

Teachers must be able to quickly summon help when an emergency arises in either the classroom or on the playground. Teachers must also be able to render minimal first aid to students who are injured while in the classroom or on the playground.

6. Attendance

Teachers are required to be present daily for morning staff devotional meetings at 7:30 a.m., every weekday from 7:30 a.m. to 3:30 p.m., faculty meetings and other special functions after school, and occasionally for meetings or other functions in the evening.

Supplemental Functions

The teacher shall...

1. Supervise after-school activities, organizations, and outings as assigned.
2. Utilize educational opportunities and evaluation process for professional growth.
3. Provide input and constructive recommendations for administrative and managerial functions in the school.
4. Perform any other reasonable duties that may be assigned by the administration.