



## **East Dayton Christian School Teacher Job Description**

### **General Description**

**Goal:** To enable students to learn skills and subject matter, while training them to become responsible and mature Christ-like individuals, **to equip students for leadership and service.**

**Direct Report:** East Dayton Christian School Principal

**Evaluation:** Teacher performance will be evaluated through a series of formal and informal observations by administration, in accordance with evaluation standards, as communicated to all faculty in the East Dayton Christian School handbook.

**Type of Position:** Salaried

### **Qualifications**

- A. Be a believer and follower in Jesus Christ.
- B. Must hold a minimum of a bachelor's degree from an accredited college or university.
- C. Need to be certified with the Ohio Department of Education (Renewable or Non-Tax).
- D. Demonstrated ability to teach students well at the specified grade level.

### **Essential Functions**

1. **All certificate holders, including non-tax, will be required to complete 10 Professional Development hours per school year. Five of which can be obtained at EDCS in-services.**
2. Reflect the purpose of the school; support its vision, mission and model Christ to all.
3. Always be reminded of good public relations. The people of East Dayton Christian School serve as its brand, so be sure to represent it well.
4. Cooperate with administration and department chairs in implementing all policies and procedures as they pertain to the daily operation of the school.
5. Teach classes as assigned and scheduled by the school principal.
6. Integrate Biblical principles into educational philosophy in regards to curriculum and classroom activities.
7. Create a classroom environment that is conducive to student learning.
8. Plan to teach so that educational needs are met for all students, while challenging them as individuals to do their very best in every educational experience they may encounter.
9. Use an array of teaching methods and aids in order to effectively and creatively reach all students.
10. Use a balanced classroom approach when it comes to lecturing, technology, media and assessment.
11. Develop and maintain a positive rapport with students, parents and staff.
12. Offer help classes 2 days a week for struggling students in your academic subject.

## **Responsibilities**

1. Teachers must arrive at school no later than 7:30am and leave no earlier than 3:30pm.\*  
**\*Anyone arriving late or leaving early must be approved by administration.**
2. Check e-mail, teacher box, and classroom phone on a daily basis. All e-mails and phone messages should be responded to within 24 hours.
3. RenWeb (online gradebook) must be updated on a weekly basis. This is essential in maintaining communication with parents in regards to student progress.
4. Provide feedback to the students on all work assigned within one week.
5. Lesson plans must be completed for the week ahead no later than Monday 8AM.
6. Maintain a clean, attractive, well-ordered classroom.\*  
**\*Many times, the teacher's desk is the first thing looked at when entering a classroom. Please keep this particular area looking professional and maintained.**
7. Dress professionally by position as per Faculty Dress Code.
8. Attend **ALL** meetings. This includes but is not limited to devotions, faculty, departmental, committee and in-services.
9. Time-off request forms must be filled out and turned in to Mrs. Winnett. **Do not obtain your own sub.**
10. Calling off sick should be done prior to 10pm the night before or as early as 5:30am the morning of the sick day. Please do so by either phone call or text message to the building principal.

## **Supplemental Duties**

1. Supervise extracurricular activities, organizations and outings as assigned.
2. Continue to utilize opportunities for professional development.
3. Provide administration with constructive input and suggestions.
4. If the opportunity presents itself, please be willing to attend extracurricular activities. This shows support for the school's student body and displays unity in the school.
5. Perform any other duties that may be assigned by the administration.
6. Required to attend senior commencement.
7. Attend Open Houses, some of which will be on Saturdays.
8. **Attend at least two athletic games/meets.**
9. **Attend at least two Parent Teacher Fellowship meetings that are held throughout the school year.**