



Teacher Job Description

Grammar School (Pre-K -6), Logic School (7-8), and Rhetoric School (9-12)

This is not intended to be a complete delineation of all of the possible responsibilities of a PCS teacher; rather, it is a general description of the basic tasks a teacher will normally be required to perform. In addition, the teacher is expected to comply with all applicable school policies and guidelines.

- **Spiritual Leadership:** The teacher is expected to consistently exhibit love, joy, peace, patience, and spiritual maturity before his/her students and the rest of the school. The teacher is expected to be a student and lover of the Bible, God's only written Word. Teachers are to use the school's curriculum guides and the Bible in constructing daily lessons. Active, joyful participation in any staff prayer meetings, chapel, and school assemblies is expected. The teacher is expected to work alongside the parents to train the heart of the child in the ways and wisdom of God. Acknowledging the parents' spiritual leadership, the teacher is to maintain active communication with the parents, preferably the father in spiritual concerns.
- **Classroom Management/Environment/Aesthetics:** The teacher is expected to maintain a neat, organized, clean, and stimulating classroom environment for his students. This implies that the students will take an active part in cleaning and maintaining their room's appearance. The teacher should make sure that any student work that is displayed in the classroom or the hallways is neat, accurate and reflects the curriculum and objectives of that class. The teacher should make the classroom aesthetically pleasing and incorporate elements of our classical studies. The teacher should set up simple, manageable class routines to accomplish basic tasks, e.g. taking attendance, homework collection, daily cleaning schedules, materials storage and distribution, etc.
- **Discipline:** The teacher should be very familiar with and able to apply the spirit, as well as the letter, of the school rules. An orderly (not necessarily silent) working atmosphere is to be the norm. Students should be made aware of the class and school rules and be encouraged to exercise self-discipline. The teacher is expected to diffuse and deal with the vast majority of corrective discipline situations within his classroom. Active communication with the child's parents in issues of discipline is expected. Calls to the parents regarding discipline should be communicated to the appropriate principal. When administrative discipline is necessary, if the student is in Logic or Rhetoric school, the teacher is expected to accompany the student to the Dean of Student Life office. If the student is in Grammar school, the teacher is expected to accompany the student to the Grammar School Principal's office. If an upper school teacher cannot accompany the student, the teacher should communicate the nature of the offense and his or her response to the Dean of Student Life.
- **Lesson Preparation and Presentation:** The teacher should have a thorough knowledge of and interest in (or pursuit of) the subjects he is assigned to teach. Also, in most grades, a working knowledge of and interest in art and music is expected. All subjects should be taught utilizing the objectives, materials, priorities, and methods prescribed in the PCS Curriculum Guides. The teacher is expected to encourage the students to see how all subjects are interrelated as parts of God's integrated universe. Clear language and appropriate vocabulary are also expected. A variety of teaching methods are to be used, with special emphasis on the use of the following:

- Comprehension checks
 - Rephrasing of concepts by students
 - Inductive questioning
 - Frequent summaries and reviews
 - Illustrations, applications, and demonstrations
 - Recitation and oration
 - Memorization
 - U.S. Student debate
 - U.S. Socratic discussion where appropriate
- **Planning and Communication:** The teacher's lesson plans should reflect creativity and a good use of class time. The Curriculum Guide should be used to establish weekly plans and trimester/semester plans. Grammar school teachers should work with the team leads when planning. Upper school teachers should work with the Dean of Upper School when planning. The teacher is to regularly communicate with the parents in his class. Emphasis should be placed on getting to know the families well, as well as letting them know what is happening in the class. The parents should feel welcome to visit and assist in the classroom.
 - **Student Mentoring:** All PCS teachers are encouraged to develop mentor relationships with individual students. Teachers are to encourage students in their spiritual growth (included areas would be academics, teacher/student relationships, and daily worship).

PROFESSIONALISM

A teacher should strive to do everything as unto the Lord. This includes excellence in teaching, attitude, communication (both written and spoken), and personal conduct. The teacher is to consistently and joyfully demonstrate pride in PCS by his attitude. As a professional and representative of PCS, a teacher should exhibit professionalism in word and deed throughout the day.

- All teachers should arrive at school no later than 7:30 AM. The school day ends at 3:30 PM.
- Teachers may leave during the day for short periods of time. Please sign-out with the office if you need to leave campus.
- Please complete assigned duties with timeliness, thoughtfulness, and attention to detail. Please honor other teachers with timely pick-up of students from LAMP classes
- Full-time teachers are expected to participate in meetings or events needed to accomplish and support the mission of the school. This may include family interviews, preview nights, professional development events, staff meetings, curriculum reviews, and other community events.

PROFESSIONAL DRESS GUIDELINES FOR TEACHERS AND STAFF:

Understanding that our faculty and staff are representatives of PCS and role models for professionalism for our students, the following dress guidelines will be observed:

- All male teachers will wear dress trousers with a button-down collared shirt and dress shoes. Tie to be worn on Wednesday Chapel days.
- All female teachers will wear modest blouses, dresses, skirts, or dress pants with appropriate professional shoes. Beach type shoes or sandals (rubber flip flops) are not professional shoes. If cropped pants are worn, the length should be between the calf and ankle, not at the knee.

Leggings may be worn with dresses of appropriate length. Please consult your supervisor if you have questions about the appropriateness of a particular article of clothing.

- Every Friday is Spirit Day. Jean may be worn with any PCS Spirit shirt or combined school color shirt or blouse and tennis shoes.
- For field trips, teachers are to dress professionally or consult with the principal if field trip deems different wear. Students are to wear their dress uniform.
- If teachers have tattoos on arms, feet, legs, where exposed they are to be covered.

Knowledge, Skills, Abilities, Worker Characteristics, and Qualifications:

- Bachelor's degree required with a master's degree and experience in a classical Christian school preferred
- A minimum of five years teaching and administration experience in an CCE school environment
- Excellent verbal and written communications skills
- Ability to maintain confidentiality
- Demonstrated leadership and facilitative skills, including the ability to relate effectively with trustees, other administrators, teachers, operations staff, parents, and students
- Competent in database management, word processing, webpage design and spreadsheets
- Ability to use basic office equipment

Physical Requirements and Work Environment:

- Occasionally lift up to 30 pounds.
- Work in a highly stressful environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.
- May work at a desk and computer for extended periods of time.
- Regularly uses close and distance vision.
- Work in a traditional climate-controlled office environment.
- Work intermittently in outside weather conditions, including extreme heat and cold

Essential Expectations:

- Have a personal relationship with Jesus Christ.
- Faithfully attend and financially support a local church whose beliefs are in agreement with PCS.
- Overtly support and act in accordance with Providence Classical School's mission, values, and statement of faith.