

# Teacher Job Description

## PCS Faculty Handbook

### Grammar School (Pre-K -6) and Upper School Description (7-12)

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, it is expected that the teacher will 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 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. He is to use the school's curriculum guide 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 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.
- **Classroom Decorum and 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. When administrative discipline is necessary, the teacher is expected to accompany the student to the office and give the Grammar School Principal or Headmaster an accurate accounting of the student's offense. In the event that an upper school teacher is not able to accompany the student, the teacher should communicate the nature of the offense and his response to the Headmaster. 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 administration.
- **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 is 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 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

Teachers 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 professionals and representatives of PCS, all teachers should exhibit professionalism in word and deed throughout the day.

- All teachers should arrive at school no later than 7:40 a.m. The school day ends at 3:15 p.m.
- 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 details.
- Please honor other teachers with timely pick-up of students from specials.

- As professionals, full-time staff 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 teachers 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, tie and dress shoes.
- 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.
- Jeans may be worn on Fridays with professional shirt and shoes.
- On school Spirit Days, faculty and staff may wear jeans, any PCS shirt, and tennis shoes.
- Teachers (and students) may wear jeans and PCS t-shirts on field trip days when appropriate.