



# Covenant Classical Community School

Est.2019

## CCCS 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 and the building of His Kingdom.
- Overview:** The teacher shall be a Christian, who believes he/she is called of God to the teach in an academic setting. This teacher shall demonstrate and articulate a passion for classical Christian education, and the program set forth at CCCS.
- Qualifications:** K4-6<sup>th</sup> Minimum of a bachelor's degree, knowledge of childhood development (Classroom experience preferred)  
7<sup>th</sup> -12<sup>th</sup> Minimum bachelor's Degree and/or background in specific subject matter
- Responsible to:** School Director
- Evaluation:** Teacher performance will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel and this job description. Details are found in the Principles and Policies Manual and the Faculty/Staff Handbook.
- Type of Position:** Salaried (determined based on position) Range \$2,000 – \$17,500
- Hours:** Full-time Lower School Teacher –  
Tuesday-Friday, 7:55am -1:15pm, August 21, 2023- May 31, 2024  
Full-time Upper School Teacher –  
Tuesday-Friday, 7:40am -1:20 pm, August 21, 2023- May 31, 2024  
Part-time teacher – specified hours based on course work schedule
- Humanities:** Upper School Humanities teachers must be well versed in literature, history, grammar principles, formal writing, classical studies (Logic and Rhetoric) as well as have a firm grasp of biblical and systematic theology.

### 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 the standard for faith and daily living.
3. Be in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
4. Be a Christian role model (1 Timothy 4:12) in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for sexual conduct. Luke 6:40.
5. Be a member in good standing at a local, evangelical church that has a Statement of Faith in agreement with the school's Statement of Faith.
6. Show by example the importance of Scripture study and memorization, prayer, witnessing, and

- unity in the Body of Christ.
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 being 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 by trusting in God and not his/her own strength.
4. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and agreement with the school dress code for employees.
5. Use acceptable English in written and oral communication. Speak with clear articulation.
6. Respectfully submit to constituted authority.
7. Notify the School Director of any policy he/she is unable to support.
8. Refuse to use or circulate confidential information inappropriately.
9. Make an effort to appreciate and understand the uniqueness of the CCCS 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 principal.
6. Integrate biblical principles and the Christian philosophy of education throughout the curriculum and activities.
7. Keep proper discipline at all times, exercising strong, yet grace filled classroom management.
8. Maintain a clean, attractive, well-ordered classroom.
9. Plan broadly and specifically through the use of daily, semester, and quarterly plans and objectives.
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. Assess the learning of students on a regular basis and provide progress reports as required.
15. Maintain regular and accurate attendance and grade records.
16. Keep students, parents, and the administration adequately informed of progress or deficiencies, and give sufficient notice of failure.
  
17. 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.
18. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
19. Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.
20. Seek the counsel of the School Director, colleagues, and parents while maintaining a teachable attitude.
21. Attend and participate in scheduled devotional, in-service, committee, and faculty meetings.
22. Know the procedures for dealing with issues of an emergency nature as outlined in the Faculty/Staff Handbook.
23. Inform the principal in a timely manner if unable to fulfill any duty assigned. Prepare adequate information and materials for a substitute teacher.
24. Pray regularly for the school board, fellow employees, students, and their families.