



## Secondary Teacher Job Description

**Reports to: Head and Assistant Administrator(s)**

### **Position Description:**

Secondary school teachers at Clinton Christian instruct and supervise students in their assigned subject areas and other areas as needed. Secondary teachers are assigned to teach in grades 7-12. They are responsible for developing lesson plans and delivering group and individual instruction within established curriculum guidelines; collaborating with other teachers, administrators, and professional staff. They must address a variety of classroom issues, and respond to a wide range of academic, emotional, spiritual, and behavioral needs.

Most secondary school teachers teach in a single subject area, however, the age and academic level of instruction will vary significantly between junior high and high school classes. Secondary school teachers may be asked to instruct in a variety of subjects, based on enrollment needs and teaching skills. While they still deliver formal lessons, secondary school teachers are expected to differentiate material in order to meet a wide variety of student learning styles.

### **Beliefs, Knowledge, and Skills Needed:**

Secondary school teachers at Clinton Christian must be born-again Christians. Each must agree to fully support, without reservation, the Clinton Christian School Statement of Faith and conduct themselves in accordance to the Personnel Handbook. All instruction at CCS takes place from a Christian worldview and an authentic relationship with Jesus must be evident.

Secondary teachers are required to be proficient in many areas. They must hold a bachelor's degree and/or a state teaching license or certification. If not licensed, classes, internships or training may be required. Secondary teachers must possess specific knowledge required to satisfactorily perform the functions of the job. This includes but is not limited to demonstrating proficiency in the subject areas they are assigned to teach.

Additionally, each teacher must understand the developmental stage of secondary students and be able to provide age-appropriate lessons to meet the academic standards set forth by Clinton Christian and the State of Indiana. Since secondary students learn intellectually, spiritually, emotionally and behaviorally at their own pace, a high level of patience and creativity is also needed. Secondary teachers must be well-versed in behavior management strategies with adolescents and able to employ techniques to redirect and positively reinforce Christian principles. CCS teachers are required to problem solve and collaborate in order to find solutions. Communication of affirmations, as well as coaching areas where improvement is needed, is expected. This will require communicating with parents on a regular basis and maintaining behavior records in FACTS.

Operating office, audio/visual and computer equipment is an essential skill for all CCS staff. Competency in Microsoft Office and Google Suite must be possessed or quickly gained. Technology must be incorporated into teacher's teaching methods and lesson plans, with instruction providing students the opportunity to have their learning environment enhanced through a variety of technology tools.

### **Required Times**

- The daily schedule is 7:40 am to 3:40 pm, unless otherwise agreed upon
- Secondary PD team meeting (2x Month) and all staff meeting (1x Month) are required

### **General responsibilities include, but are not limited to:**

- Promote the image/operation of Clinton Christian School at all times
- Be alert to any problems in the operation of the school and the maintenance of its standards and objectives.
- Plan for and execute morning devotions with students, AS NEEDED
- Participate in BACK TO SCHOOL NIGHT
- Participate in ALL-STAFF ORIENTATION
- Participate in SPRING FESTIVAL & AUCTION (serve and submit a class project)
- Perform extra-duty assignments as directed by the Administration. Including, but not limited to:
  - *Serve as a class sponsor (additional compensation provided for HS years)*
    - *Freshman \$500, Sophomore \$600, Junior Year \$800, Senior Year \$800*
  - *Serving on a school committee*
  - *Supervising lunch, morning break, or after school programs*
  - *Covering morning door duty*
  - *Serving at fundraisers*
  - *Attending and actively participating in chapel*
  - *Attending school functions as required*

### **Specific responsibilities include, but are not limited to:**

- Teach according to the CCS *Instructional Excellence Statement*
- Utilize an effective instruction/feedback loop that is necessary for quality instruction
- Submit lesson plans to the Administration (weekly). Each lesson must include the following elements:
  - *Stated Objective aligned to state standards*
  - *Planned Activities*
  - *Critical Thinking Exercise*
  - *Feedback Loop Activity*
- Submit three (3) S.M.A.R.T. professional goals (annually)
- Create/Maintain a Curriculum Map (chart state standards, lessons and timelines)
- Perform state assessments and standardized tests (As Needed)
- Evaluate the current research and curriculum in your area of expertise and make recommendations to the Administration as needed.
- Attend HS Team Staff Meetings (twice a month)
- Maintain appropriate student discipline in and out of the classroom, using the Roadmap to Responsibility techniques.
- Prepare for and execute fall Parent-teacher conferences