



ARLINGTON HEIGHTS CHRISTIAN SCHOOL

JOB DESCRIPTION

Position: Teacher

Reports to: Principal

Grade/Subject: Grade TBD

Mission: To assist Christian parents by helping equip students to embrace Biblical truth, strive for academic excellence, and model Christ-like leadership to influence their homes, churches and communities for Christ.

Employee Profile:

Spiritually, the employee shall possess characteristics that reflect:

- Acceptance without reservation of the AHCS doctrinal beliefs
- A strong clear Christian testimony
- A mature, godly spirit
- A person of faith and prayer
-

Personally, the employee's life shall reflect:

- A lifestyle of Biblical integrity
- A spirit of dedication, commitment, flexibility and responsiveness

Duties and Responsibilities:

- Contribute to the school system's effectiveness by identifying short-term and long-range issues that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of action; implementing directives.
- Establish and adjust course outlines and objectives by following curriculum guidelines and school goals; modifying plans on the basis of student diagnostic and assessment procedures.
- Convey information to students by using language concepts, examples, demonstrations, and teaching aids through such best practices utilizing the integration of technology with subject matter.
- Complete educational requirements by scheduling and assigning instructional activities; following up on results.
- Assess student learning by preparing, administering, and scoring tests, reviewing and correcting assignments; eliciting student questions and responses; evaluation application of learning to classroom project results.



ARLINGTON HEIGHTS CHRISTIAN SCHOOL JOB DESCRIPTION

- Maintain student-learning results by providing instructional feedback; coaching; counseling, and disciplining students; planning, monitoring and appraising learning results
- Maintain records by documenting learning accomplishments, attendance, and behavior
- Guide students' personal and social development by establishing rules and procedures for administrative matters, student verbal participation, and student movement within the classroom, between classrooms, and on the playground.
- Help parents by providing academic information; suggesting available educational and social resources; addressing parents' concerns; answering questions and requests.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; and establishing personal networks
- Conserve resources by using equipment and supplies as needed to accomplish educational results
- Other duties as assigned by the Principal

Qualifications:

Bachelor's degree in education and/or equivalent required subject hours