

Trinity Christian School
875 Auloa Road
Kailua, Hawaii 96734

Job Description: Grammar Teacher

Purpose: The teacher shall teach students attitudes, skills, and subject matter through the grammar phase of learning that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.

Essential job functions:

The teacher shall:

1. Reflect the purpose of the school and its mission, which is to honor Jesus Christ in every class and in every activity.
2. Motivate students to accept God's gift of salvation, realize their self-worth in Christ, and help them grow in their faith. Work with the pastor to help assimilate unchurched families into Trinity Church.
3. Cooperate with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school as outlined in the Staff Handbook.
4. Teach classes as assigned following prescribed curriculum approved by the Head of School.
5. Integrate Biblical truth with the classical philosophy of education throughout the curriculum and activities so as to foster a Christian worldview.
6. Implement an approach to student discipline that reflects Christian principles, as found in *Shepherding a Child's Heart* by Dr. Tedd Tripp.
7. Maintain a clean, attractive, well-ordered classroom.
8. Plan broadly through the use of curriculum guides, annual plans and objectives, and daily lesson plans.
9. Plan lessons that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
10. Utilize principles of *The Seven Laws of Teaching* by John Milton Gregory.
11. Employ a variety of instructional aids, methods, and materials that will teach whole child: spiritual, mental, physical, social, and emotional.
12. Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media.
13. Use homework effectively for drill, review, enrichment, or project work at developmentally appropriate levels.
14. Assess the learning of students on a regular basis, using a variety of methods and provide progress reports as required.
15. Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
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 and Trinity Church 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 students, parents, staff, and administration.
20. Seek the counsel of the Head of School, colleagues, and parents while maintaining a teachable attitude.
21. Attend and participate in scheduled morning devotions, in-service retreats and committee/faculty meetings.
22. Know the procedures for dealing with issues of an emergency nature.
23. Inform the administration in a timely manner if unable to fulfill any duty assigned.
24. Prepare adequate information and materials for a substitute teacher.
25. Become certified by ACSI within three years of employment.

Accountability:

Classification: Exempt, Salaried

Responsible to: Head of School

Supervises: The students

Evaluation: Teacher performance evaluated in accordance with this job description.

Qualifications: Minimum of a Bachelor's degree and 3 years of teaching experience preferred.

Physical Requirements to Fulfill the Essential Functions of this Job

1. Site

Building to parking lot

A teacher must gather his/her children together into a cohesive unit and be able to move the children from the preschool to designated emergency areas in the parking lots. Walking down and up an incline to the lower parking lot is required.

2. Climate

While every caution is taken to keep out of the rain, windward Oahu is known for sudden showers. Mold/mildew and mosquitoes are common in wet climates.

3. Building Access

On the Auloa Road campus, two of the three buildings are two-story buildings with stairs as the only access.

4. Classroom

Able to see, hear, and respond to the needs of children and emergencies or conflicts that might occur in the classroom, on the playground, and in common areas.

5. Teaching

Able to demonstrate lesson concepts using hands-on materials

Communicate data (attendance, student assessment, report cards, etc.) using the computer

6. Emergencies

A teacher must be able to quickly summon help when an emergency arises either in the classroom, on the playground, or in the common areas.

Can apply emergency first aid and CPR. Teachers are required to render minimal first aid to students who may be injured while in the classroom, on the playground, in common areas, or on a field trip.

7. Attendance

Teachers are required to be present for morning devotions, faculty meetings and other special functions after school, and occasionally for meetings or other functions in the evening.

8. Physical Requirements

Teaching children is a physically demanding job. Teachers must feel confident that they can care for up to 25 children alone and can handle the stress, tension, and exasperation of daily contact with children, parents, and staff members.

Sufficient vision and hearing to allow for supervision and interaction with students.

Able to lift children up to 50 pounds from the floor to waist high ten to fifteen times a day; to crouch to a child's height and maintain eye contact at a child's level; to sit on the floor; to stand tall enough to reach children on play equipment; to stand or sit for long periods of time; to walk up and down stairs.

While the classrooms are air-conditioned, the playground often gets hot and teachers are exposed to the sun.

9. Perform any other duties which may be assigned by the administration.