



POSITION DESCRIPTION

Position:	Upper School Latin Teacher
Position Hours:	Part-time: 20 hours per week
Specific Focus:	Intro to Latin, Latin I, Latin II, Latin III
Reports To:	Upper School Director, Jason Wood
Supervises:	Upper School Students
Priority Assignment:	The teacher shall teach students attitudes, skills, and subject matter through the dialectic 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:

1. Reflect the purpose of the school and its mission, 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. Work with the pastor to help assimilate the unchurched into Trinity Church.
3. Lead students to a realization of their identity in Christ.
4. 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.
5. Teach the classes of Intro to Latin, Latin I, Latin II, and Latin III as assigned following prescribed curriculum as approved by the Director.
6. Integrate Biblical truth and Christian philosophy of education throughout the curriculum and activities so as to foster a Christian worldview.
7. Implement an approach to student discipline that reflects Christian principles, as found in *Age of Opportunity* by Paul Tripp
8. Maintain a clean, attractive, well-ordered classroom.
9. Plan broadly through the use of curriculum guides, annual plans and objectives, and more currently through the use of a daily Lesson Plan Book and Biblical Worldview Integration Lesson Plans.
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. Use homework effectively for drill, review, enrichment, or project work at developmentally appropriate levels.
15. Assess the learning of students on a regular basis, using a variety of methods and provide progress reports as required.
16. Maintain regular and accurate attendance and grade records through Edline, our online student resource center, to meet the demands for a comprehensive knowledge of each student's progress.
17. Keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.
18. 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.

19. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
20. Follow the Matthew 18 principle in dealing with students, parents, staff, and administration.
21. Seek the counsel of the Director, colleagues, and parents while maintaining a teachable attitude.
22. Attend and participate in scheduled devotional, in-service retreats and committee/faculty meetings.
23. Know the procedures for dealing with issues of an emergency nature.
24. Inform the administration in a timely manner if unable to fulfill any duty assigned.
25. Prepare adequate information and materials for a substitute teacher.
26. Plan for the future of the Latin Curriculum as the school expands to 12th grade.

Classification: Exempt, Salaried

Responsible to: The Upper School Director

Supervises: The 7th -10th grade students

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

Qualifications: Minimum of a Bachelor's degree. Two years of teaching experience in a Classical School Setting is preferred.