

## TEACHER JOB DESCRIPTION

2017-2018 School Year



# REGENTS

SCHOOL OF CHARLOTTESVILLE

3045 Ivy Road, Charlottesville, VA 22903 \* 434-293-0633 \* [www.regents-school.org](http://www.regents-school.org)

### ***Contract Dates***

August 2017-July 2018

### ***Compensation***

Commensurate with experience

### ***Spiritual Leadership***

1. Consistently exhibits by precept and example the Fruit of the Spirit and spiritual maturity, serving as a Christian role model both in and out of school to pupils.
2. Sets an example for parents and fellow faculty members in speech, actions, attitude, judgment, dignity and respect, while living in obedience to God's Word by demonstrating a consistent daily walk with Jesus Christ.

### ***Responsibilities***

#### **A. Instructional**

1. Integrates biblical principles and the Regents philosophy of education throughout the curriculum.
2. Attempts to show integration of different subjects.
3. Implements the Seven Laws of Teaching
  - a. Demonstrates a thorough knowledge of and an interest in the subject(s) taught. {Law 1}
  - b. Maintains the student's active interest in the lesson. {Law 2}
  - c. Uses clear language and vocabulary appropriate to the level of the students. {Law 3}
  - d. Explains and connects the unfamiliar with what is already familiar to the students. {Law 4}
  - e. Uses effective teaching techniques that stimulate and arouse the pupil's minds. {Law 5}
  - f. Checks for comprehension and does not presume on the students' understanding of new terms and concepts. {Law 6}
  - g. Frequently reviews and applies material learned. {Law 7}
4. Uses and applies classical method for the particular subject and grade level being taught.
5. Plans lessons in order to achieve curriculum goals and prepares and submits weekly lesson plans in a timely manner for the administrator's review.

6. Uses a reasonable amount of homework effectively for drill, review, enrichment, or project work by adhering to the guidelines within The Standard.
7. Assesses the learning of students on a regular basis, using a variety of assessment techniques.
8. Promptly grades and provides constructive feedback on assignments.
9. Guides the class to Christ and/or biblical truth.
10. Knows the needs, interests, and learning characteristics of each student.

## **B. Non-Instructional**

1. Provides an orderly teaching environment by consistently enforcing class rules and Regents discipline policies.
2. Cooperates with fellow teachers and administration in implementing all policies, procedures, and guidelines governing the operation of the school.
3. Maintains regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
4. Keeps students, parents, and the administration adequately informed of deficiencies and gives suggestions for improvement.
5. Maintains a clean, attractive, and well-ordered classroom.
6. Maintains and uses classroom materials and equipment in a cost-effective manner.
7. Classroom management and routines are simple, but adequate, and the students are well-trained in using them.

## **C. Professional**

1. Seeks the counsel of the administrator, colleagues, and parents.
2. Takes advantage of training opportunities and seeks out information for professional development.
3. Continues to improve in content knowledge and the art of teaching, demonstrating a teachable spirit.
4. Provides input and recommendations for administrative and managerial functions in the school.
5. Responds in a timely and appropriate manner to administration requests.
6. Attends and participates in scheduled faculty meetings, devotions, and other required school-sponsored events.
7. Demonstrates good stewardship of time, including the time of others, by being present at school for the contracted hours, being punctual for duties, and starting and ending classes on time.
8. Projects a positive professional and respectful attitude toward others, including students, parents, the school board, the administration, faculty, and staff.
9. Exercises proper discretion in matters such as confidential information and personal opinions or concerns about school operations, students or staff, including adherence to the Regents Grievance Policy.

**D. Personal**

1. Submits respectfully and is loyal to constituted authority.
2. Maintains a personal appearance that is a role model of cleanliness, modesty, and good taste.
3. Uses standard English usage in written and oral communication, writing and speaking with clarity.
4. Develops and maintains rapport with students, parents, and staff to promote a positive learning environment.