



<b>Job Title:</b>	English Teacher	<b>Job Category:</b>	Faculty
<b>Level/Salary Range:</b>	Commensurate with experience	<b>Position Type:</b>	Full-time, Exempt 10 Months
<b>Reports To:</b>	Principal	<b>Start Date:</b>	2019 Academic Year

**Applications Accepted By:**

**Fax or E-mail:**

(301) 698-1583 or [bamaya@newlifecs.org](mailto:bamaya@newlifecs.org)

Subject Line: English teacher

**Attention:** Brenda Amaya

**Mail:**

Brenda Amaya  
 New Life Christian School  
 5909 Jefferson Pike  
 Frederick, MD 21702

**Job Description**

**Role and Responsibilities**

New Life Christian School is looking for a teacher for the 2018/19 school year. The English Teacher will have experience and be comfortable teaching English and Literature at the middle school and high school level. It is expected that the teacher will:

**Required Spiritual Qualities**

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God-our standard for faith and practice.
- Believe and actively support the school's statement of faith (attached).
- Be a Christian role model in attitude, speech, and actions towards others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
- Actively participate in a local Bible-believing church.

**Required Professional Qualities**

- Hold a Bachelor's degree in English from an accredited postsecondary institution.
- Hold an ACSI certificate or willing to participate in a program to complete the requirements for certification in a specified time period.
- Minimum of two years' experience teaching English and Literature.
- Demonstrate a reasonable level of computer literacy, having a basic proficiency in Microsoft Office Suite and Microsoft Office, and accessing the internet.
- Possess prior school leadership/administrative experience including strong organizational and management skills.
- Possess evidence of other adequate preparation, background, or experience as determined by the Principal.

**Essential Job Functions: Accountabilities**

**Spiritual Leadership**

- Motivate students to accept God's gift of salvation, and be a Christian witness and role model to them in order to help them grow in their faith.
- Work with the administration and staff to address the spiritual formation needs of the students.



#### Academic Leadership

- Have a thorough knowledge and understanding of the Christian philosophy of education that will help in providing leadership and guidance in the school's development of and commitment to a Christian worldview.
- Integrate biblical principles and the Christian worldview throughout the curriculum and activities.
- Teach classes as assigned following the prescribed scope and sequence as scheduled by the administration.
- Plan broadly through the use of semester and quarterly plans and objectives, and more currently through the use of Ren Web Student Information System.
- Plan through approved channels the use of field trips, guest speakers, and other media for a balanced classroom.
- Use homework effectively for drill, review, enrichment, or project work.
- Regularly assess the learning of students, and provide progress reports as required.
- Respond in a timely manner to parent complaints and to parent requests for help of information.
- Participate in formal and informal parent-teacher conferences.
- Participate in continuous professional development through professional reading, college course work, in-services, workshops and conferences.

#### Administrative Leadership

- Have the ability to accomplish the goals and objectives assigned by the school administration and school policy.
- Provide a good learning environment by keeping proper disciplines in the classroom, the gym, and other places on the school premises.
- Meet regularly with other staff members to ensure coordination of programs and prompt problem resolution.
- Arrange for substitute teachers when needed, and assist them in successfully carrying out their responsibilities.
- Participate in beginning-of-year staff orientation, staff devotions, staff meetings, and parent/teacher fellowship meetings.
- Maintain regular and accurate records of attendance and grades to meet the demands for a comprehensive knowledge of each student's progress
- Keep students, parents, and the administration adequately informed of student progress or deficiencies and give sufficient notice of student failure.
- Know the procedures for dealing with emergency situations in the classroom and school.
- Inform the administration in a timely manner if unable to fulfill any assigned duty.

#### Other Responsibilities

- Maintain a clean, attractive, and well-ordered classroom.
- Participate in in the end-of-year school closing process, such as the inventory of textbooks, furniture and equipment
- Perform other duties as assigned by the Principal.



Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	