

Job Description

Job Title: LS Educational Services Teacher

FLSA Status: Salaried, Exempt

Department: Educational Services

Evaluation: Performance will be evaluated initially at 90 days then annually thereafter with this position description. Employees will undergo initial and periodic subsequent background checks and drug screenings as required.

Reports to: Lower School Principal

Supervises (number of employees): N/A

Education Requirement: Master's in Special Education or Reading Specialist Degree

Years of Experience: 5 +

Licenses or Certifications: Holds a Florida Educator certificate.

Summary: Orangewood Christian School teachers are building Christian Community within and beyond the school, are active in a church community and serving as Christian role models to students, parents and staff. Teachers are expected to keep abreast of current trends and assist their respective departments with long-term goal planning for the program, developing both short and long term instructional objectives. Teachers must have strong Instructional and Classroom Management skills, including but not limited to: use of various teaching strategies and resources to actively engage students in learning; adjusting curriculum as appropriate; posting lesson plans on RenWeb; evaluating handouts and testing materials against student performance; evaluating students and providing opportunities for students to demonstrate mastery; quickly grading and returning student work; enforcing school discipline policies in a consistent and loving manner; promptly notifying parents and administration of any behavioral or academic problems and organizing classroom and materials for efficient learning. OCS teachers are expected to make meaningful connections between faith and learning in the classroom. Employee is responsible for continuing education and completing certification requirements.

Essential Function:

Assess and evaluate students' needs on a daily, weekly, quarterly and annual basis using appropriate methods and instruments and keeping appropriate and accurate records of such assessments.

Advocate on behalf of the students' needs to classroom teachers.

Work as part of a team of principals, teachers and parents to maintain achievement and student discipline.

Maintain open communications and involvement with the students' families and community.

Collaborate with other professional staff members to meet student needs and to implement the goals of the school.

Keep abreast of current and emerging educational research, trends and pedagogical techniques.

Create a transitional plan from year to year from lower school to upper school.
Good computer skills and organization skills are important due to needing to keep detailed records of each student's progress.
Uses a variety of instructional tools to reach students with different learning styles.
Discuss student's progress with parents, teachers, counselors, and administrators.
Administer standardized ability tests to Kindergarten students and new 1st Grade Students. The first month of school the VPK assessment will be administered to all Kindergarten students who come from a VPK school.
Help to develop intervention plans for each student who you have been assigned to.
Instruct special needs students in academic subjects, using a variety of techniques, such as phonetics, multisensory learning, or repetition to reinforce learning and meet students' varying needs.
Observe and evaluate students' performance, behavior, social development, and physical health.
Attend professional meetings, educational conferences, or teacher training workshops to maintain or improve professional competence.
Perform administrative duties such as car line when requested.
Develop an Educational Learning Plan (ELP) for each student you work with and monitor that plan.
If requested, hold lower school parent workshops on topics such as study skills, helping your child focus and understanding your child's learning style.

Supplemental Function:

Attend monthly staff meetings.
Participate in assigned school duties.
Observe prospective students and review psychoeducational testing, 504 plans and IEP's.

Required Personal Qualities:

The employee shall:

1. Have confessed Jesus Christ as his/her personal Lord and Savior.
2. Believe the Bible is the revelation of God's truth and is infallible and authoritative in all matters of faith and practice.
3. Faithfully attend and actively support a local church that adheres to the principles listed in the OCS Statement of Faith.
4. Be in agreement with the school's Statement of Faith.
5. Be a Christian role model in attitude, speech and actions both in and out of school to students, parents and fellow employees. Agree with and adhere to the OCS Lifestyle Statement.
6. Show by example the importance of Scripture study and memorization, prayer, witnessing and unity in the body of Christ.
7. Have the spiritual maturity, academic ability and personal leadership qualities to equip students to transform the world for Christ and His kingdom.

Additional Personal Qualities:

The employee shall:

1. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.

2. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance and punctuality.
3. Meet everyday stress with emotional stability, objectivity and optimism.
4. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste and agreement with school policy.
5. Have a strong command of the English language in both verbal and written communication.
6. Respectfully submit and be loyal to constituted authority.
7. Notify the Head of School of any policy that he/she is unable to support.
8. Refuse to use or circulate confidential information.
9. Place his/her OCS position ahead of other jobs or volunteer activities.
10. Make an effort to appreciate and understand the uniqueness of the OCS community.

Work Environment:

- Offices
 Classrooms
 Outdoors
 Community
All facilities including roof and crawl spaces
 Other: _____

Physical Demands:

- Walking/Standing
 Lifting/Moving (number of pounds:20)
 Stretching
Exposure to cold/Heat
 Talking/hearing
 Vision (close and distance)
Bending/climbing
 Other

* The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.