

Job Description: Orangewood Christian Lower School teacher

Job Title: Lower school teacher

FLSA Status:

Department: Lower School

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: Mrs. Dawn Miller, Lower school principal

Supervises (number of employees):n/a

Education Requirement: Bachelor's degree

Years of Experience: 2 plus years of subject matter experience

Licenses or Certifications: Holds or is in the process of earning a Florida Educator Certificate

Summary: Orangewood Christian School is seeking a Lower school teacher. Our 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 behavioral or academic problems and organizing classroom materials for efficient learning. OCS teachers are expected to make meaningful connections between faith and learning in the classroom. The employee is responsible for continuing education and completing certification requirements.

Essential Function:

- * Review, analyze and evaluate individual student histories and background in order to design instructional programs to meet individual needs.
- *Counsel and confer with parents and school regarding pupil progress.
- *Create projects designed to enhance lessons.
- *Uses technology to supplement presentations.
- *Strong interpersonal communication skills desired.
- *Be detailed oriented and organized.
- *Demonstrates critical thinking and problem solving skills.
- *Demonstrate a reasonable level of computer literacy, having a basic proficiency in doing word processing, creating and using a spreadsheet, emailing, Google docs and RenWeb.
- * Possess evidence of other experiences as determined by the school administrator.
- *Develop and maintain rapport with students, parents, and staff by treating others with

patience and respect.

Supplemental Function:

- *Attend staff meetings.
- *Participate in assigned school duties.
- *Maintain a clean, attractive, and well-ordered classroom.
- *Assist with recess and lunch duties.
- *Support the programs of the school by attending extracurricular activities when possible.

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 __30__)
- 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.