

## **Job Description**

**Job Title:** Upper School English Teacher

**FLSA Status:** Salaried, Exempt

**Department:** Upper 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:** Upper School Principal

**Supervises (number of employees):** N/A

**Education Requirement:** Bachelor's Degree

**Years of Experience:** Previous experience teaching English preferred.

**Licenses or Certifications:** Eligible for State of Florida Educator Certificate

**Summary:** Orangethree Christian School is seeking a Middle School English Teacher. English teaching experience is preferred. 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:**

- \* Possess a love for and an understanding of middle and high school students.
- \* Demonstrate 21st Century skills in communication and classroom instruction.
- \* Able to manage multiple tasks and "switch gears" quickly.
- \* Able to learn and integrate new material quickly.
- \* Excited about continual growth and development on an organizational level as well as individual level.
- \* Desire to work collaboratively with a team of teachers and administrators.
- \* Work within your department to develop short-term and long-term goal planning to

meet or exceed standards.

- \* Assess student performance regularly through quizzes, projects, and tests.
- \* Adjust curriculum as appropriate to meet the needs of the students.
- \* Cooperate with Educational Services Department to meet the needs of students with learning differences.
- \* Provide opportunities outside the regular class time to students who need additional assistance.
- \* Grade and return student work quickly. Update RenWeb weekly with current grades.
- \* Update RenWeb weekly with lesson plans and homework.
- \* Attend and participate in faculty devotions, faculty meetings, parent conferences, evening programs, overnight trips, conventions and other assigned meetings or duties.
- \* Communicate professionally and regularly with parents about student progress/needs.
- \* Integrate Christian faith with classroom instruction.
- \* Research and implement new technologies in the classroom, preparing students for 21st Century learning.

### **Supplemental Function:**

- \* Participate as a club sponsor, athletic coach, class sponsor and chaperone for events/trips.
- \* Participate in assigned school weekly duties.
- \* Attend weekly staff meetings.
- \* Coordinate activities such as Writes of Spring competition and Walk for a Well cross-curricular fundraiser, as well as other activities as assigned.

### **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 \_\_\_\_)
- ☐Exposure to cold/Heat                      ☐Talking/hearing                      ☐Stretching
- ☐Bending/climbing                      ☐Vision (close and distance)
- ☐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.