



JOB DESCRIPTION

TITLE: K - 8 TEACHER
REPORTS TO: SITE ADMINISTRATOR
FLSA STATUS: EXEMPT

ABOUT THE POSITION: The K-8 Teacher has the primary responsibility for teaching a classroom of students and may supervise an assigned Instructional Aide. The K-8 Teacher is committed to their work as a God-given ministry, with the motivation to please God and bring honor to Him.

MINIMUM QUALIFICATIONS:

All Employees:

- Must be a born again Christian dedicated to the purpose, goals, and mission of FCS.
- Are required to be in weekly attendance at a Bible-teaching church of his/her choice. FCS, as a ministry of Friends Church Yorba Linda, expects its employees to refrain from promoting their own church or denomination.
- Are expected to have a knowledge and understanding of the philosophy and objectives of FCS and be in agreement with the Statement of Faith adopted by the School Board.

K-8 Teacher:

- Must have a Bachelor's degree from an accredited college or university.
- Must have a valid California State Teaching Credential (required to be kept current as a condition of employment).
- Must obtain a ACSI Teaching Certificate and CPR/First Aid Certification within 90 days of hire, (required to be kept current as a condition of employment).
- K-8 classroom experience as a credentialed Teacher is highly desirable.

RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Motivate and lead students to accept God's gift of salvation, help them grow in their faith, and lead them to a realization of their worth in Christ.
- Integrate Biblical principles and the Christian philosophy of education throughout the curriculum and activities.
- Plan, prepare and deliver lessons and materials to students in class in accordance with FCS approved curricula; conduct activities for a balanced program of instruction, demonstration, and work time that enable student learning by teaching according to the educational needs, abilities, and achievement levels of students.
- Establish clear objectives for all lessons, units, and projects and communicate those objectives to students.
- Provide and enable a healthy learning environment, establish and enforce behavioral expectations, and maintain order in the classroom.

- Create and maintain a classroom learning environment that is organized, safe, engaging, and inviting for students.
- Prepare, administer, and grade tests/assignments to evaluate students' progress.
- Maintain and input accurate and complete student records as required by laws and administrative regulations.
- Observe and evaluate students' performance, behavior, social development, and physical health.
- Meet and confer with parents/guardians to discuss student progress, determine priorities, and identify resource needs.
- Confer with parents/guardians, teachers, counselors, and administrators to resolve student behavioral and academic problems.
- Prepare and implement remedial programs for students requiring extra help.
- Collaborate with administrator(s) and other teachers in the development, evaluation, and revision of school programs; confer with other teachers to plan and schedule lessons that promote learning which follows FCS approved curricula.
- Prepare reports on students and activities as required by administration.
- Commit to ongoing professional development; attend and participate in professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.
- Plan and supervise class projects, field trips, visits by guest speakers or other experiential activities, and guide student learning from those activities.
- Organize and label materials and display students' work.
- Attend staff meetings and serve on committees, as required.
- Supervise, evaluate, and plan assignments for instructional assistants and volunteers.
- Select, store, order, issue, and inventory classroom equipment, materials, and supplies.
- Sponsor/participate in extracurricular activities such as clubs, student organizations, and academic contests.

ABILITY TO:

- Manage classroom dynamics and establish a learning environment for students; consistently enforce appropriate behavioral boundaries with FCS students.
- Communicate professionally and effectively in verbal and written form.
- Maintain confidential information with discretion and good judgment.
- Resolve conflict with students, staff, parents, and others.
- Make effective, sound decisions in a timely manner in a variety of contexts, including in a classroom environment and in emergency/crisis situations.
- Work effectively as part of a teaching/professional team.
- Be proficient on standard office software applications used in ongoing school business.
- Operate computers, tablets, and other electronic devices utilized in a classroom setting; learn and use new software and web-based applications as needed.
- Maintain professional credentials by attendance/participation in seminars, conferences, and continuing professional study.

ENVIRONMENT/PHYSICAL REQUIREMENTS

This position is in an office/school setting; must be able to sit, walk, stand for extended periods of time, carry, lift (up to 20 pounds), reach, stoop, read, write, type, and climb stairs.

SPECIAL REQUIREMENTS:

- Must be a U.S. Citizen or have the legal right to work in the United States.
- Must successfully complete a Livescan and TB test/risk assessment.
- Must maintain federal, state and local certification requirements as necessary.