



Job Advertisement – Kindergarten Teacher

PORTLAND CHRISTIAN SCHOOL OVERVIEW:

Going into its 98th school year, Portland Christian School (“PCS”) is one of the oldest Christian schools in Louisville, Kentucky. The school was birthed during a prayer meeting in 1915. The Lord not only heard that prayer but answered in His perfect timing! In 1924, with the Lord’s blessing, the members of the Portland Avenue Church of Christ decided that, whatever might be the cost to themselves, they would open a school in which their children could have the benefit of daily Bible teaching together with the state curriculum for the public schools. The school began with 50 students as a work of faith and a labor of love supported by free-will offerings.

PCS is founded upon the fact that the “chief part of knowledge (and wisdom) is the fear of Jehovah.” (Proverbs 1:7, NIV) It is dedicated to presenting every subject in the light of the reality of God and of the revelation of Himself to man through the Word of God, the Bible, and to the specific teachings of the Bible. The staff is composed of Christians who are dedicated to serving God and youth.

As PCS embarks upon a historic 100-year milestone, it continues its simple yet faithful mantra of ‘*Teaching Truth, Touching Lives since 1924*’ for approximately 400 students it serves from Kindergarten through 12 grade, including a Little School for pre-K children.

As PCS strives to best serve its students, families, faculty and staff, the school is searching for a talented, Christian Kindergarten Teacher.

GENERAL DESCRIPTION

- Goal: The teacher shall prayerfully help students learn attitudes, skills and subject matter that will contribute to their development as mature, able and responsible Christians to the praise and glory of God.
- Overview: The teacher shall be a born-again Christian and college graduate, certified or certifiable in education, who feels called of God to the teaching profession. Other qualifications may be added by the Board as deemed appropriate.
- Responsible to: Executive Director and Building Principal
- Supervises: May supervise student teachers, aides and volunteers.
- Evaluation: The teacher’s performance will be evaluated in accordance with the provisions of the Board’s policy on evaluation of professional personnel and this job description.

REQUIRED PERSONAL QUALITIES

The teacher shall:

1. Have received Jesus Christ as his/her personal Savior.
2. Believe that the Bible is God's Word and standard for faith and daily living.
3. Be in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
4. Be a **Christian role model** in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for sexual conduct. Luke 6:40
5. Be a member in good standing at a local, evangelical church whose doctrine is in agreement with the school's Statement of Faith.
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 general leadership abilities to enable and assure that the faculty will "train up children in the way they should go."

ADDITIONAL PERSONAL QUALITIES

The teacher shall:

1. Recognize the role of parents as primarily responsible before God for their children's education.
2. Be a role model in the character qualities of courtesy, flexibility, integrity, 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. Use acceptable English in written and oral communication. Speak with clear articulation.
6. Respectfully submit and be loyal to the executive director and building principal.
7. Shall notify the executive director and building principal of any policy he/she is unable to support.
8. Refuse to use or circulate confidential information inappropriately.
9. Place his/her responsibilities ahead of other jobs or volunteer activities.
10. Make an effort to appreciate and understand the uniqueness of the community.

JOB DESCRIPTION – Essential Functions

The teacher shall:

1. Reflect the purpose of the school that is to honor Christ in every class and every activity.
2. Motivate students to accept God's gift of salvation and help them grow in their faith through their witness and Christian role modeling.
3. Lead students to a realization of their self-worth in Christ.
4. Cooperate with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
5. Teach classes as assigned following prescribed scope and sequence as scheduled by the administrator.
6. Supervise and work to create a safe school environment for students during all school activities.
7. Integrate biblical principles in the Christian philosophy of education throughout the curriculum and activities.
8. Keep proper discipline in the classroom and on the school premises for a good, positive learning environment.
9. Maintain a clean, attractive, well-ordered classroom.
10. Plan broadly through the use of semester and quarterly plans and objectives.
11. Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
12. Maintain written daily plans for classroom instruction and submission to the administration.
13. Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
14. Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
15. Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media.
16. Use homework effectively for drill, review, enrichment, or project work.
17. Assess the learning of students on a regular basis and provide progress reports as required.
18. Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
19. Keep students, parents and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.
20. Write and communicate classroom behavioral management plan to students, parents, and administration.
21. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
22. Develop and maintain rapport with students, parents, and staff by treating others

with friendliness, dignity, and consideration.

23. Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.
24. Seek the counsel of the administrators, colleagues and parents while maintaining a teachable attitude.
25. Attend and participate in scheduled devotional, in-service, retreats, committees, faculty and scheduled parent meetings.
26. Know the procedures for dealing with issues of an emergency nature.
27. Inform the executive director or building principal in a timely manner if unable to fulfill any duty assigned.

JOB DESCRIPTION – Supplemental Functions

The teacher shall:

1. Supervise extracurricular activities, organizations and outings as assigned.
2. Utilize and seek educational opportunities and evaluation processes for
3. Provide input and constructive recommendations for administrative and managerial functions in the school.
4. Support the broader program of the school by attending extracurricular activities when possible.
5. Perform any other duties that may be assigned by the administration.

DISCLAIMER:

This job advertisement is not intended to be an exhaustive list of all-inclusive assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the sole discretion of Portland Christian School.