



Job Description

Job Title:

Secondary Science Teacher

Overview

The Secondary Science Teacher is responsible for planning, organizing and implementing an approved Bible-based curriculum that guides and encourages students to develop and fulfill their spiritual and academic potential. The lessons and activities should integrate biblical principles while exceeding academic standards. The teacher will prayerfully help all students learn and retain attitudes, skills, and subject matter that will contribute to their development as mature, responsible followers of Christ to have a positive influence in the world around them for the glory of God. This position reports directly to the Head of School.

Personal Qualifications

1. Be deeply committed to a consistent daily walk with Jesus Christ, which includes personal devotions, worship, and prayer.
2. Regularly attend a Bible-believing and preaching church that is in agreement with the NDCS Statement of Faith.
3. Be a Christian role model in speech, actions, and attitudes toward others.
4. Maintain a personal appearance that is a Christian model of cleanliness, modesty, and in agreement with school policy.
5. Enthusiastic supporter of Christian Education and the school's mission and vision.
6. Recognize the role of parents as primarily responsible before God for their children's education and spiritual maturity and be able to assist them in this task.
7. Ability to direct students to accept God's gift of salvation and to grow in their faith.
8. Must be a person of spiritual maturity with academic abilities and leadership qualities.
9. Displays strong interpersonal skills, written and verbal communication skills, and organizational skills.
10. Ability to work gracefully and cooperatively with parents, students, administration, and school staff.

Teacher Qualifications

1. Ability to teach assigned classes following the prescribed curriculum.
2. Possess good classroom management skills.
3. Proficient computer skills and the ability to use technology in the classroom to support teaching and learning.
4. Proficiency with Microsoft Office and the Google Cloud Platform.
5. Willing to eagerly participate in professional development training, as needed.
6. A Bachelor's Degree or higher Education desired.
7. State teaching certificate in specific content area desired.
8. ACSI certification or ability to obtain ACSI certification desired.
9. Current Pennsylvania Department of Education Employment Clearances – FBI Fingerprint/Act 114 Federal Criminal Background Check, Act 151 State Child Abuse Background Report, Act 34 PA State Police Background Clearance.

Responsibilities/Duties

1. Courses include but are not limited to: Biology, Life Science, Anatomy/Physiology, Earth/Space Science, Chemistry, Physical Science, and STEM Electives.
2. Reflect the purpose of the school, which is to honor Christ in every class and in every activity.
3. Teach classes as assigned, following prescribed scope and sequence approved by the Head of School.
4. Integrate biblical principles and the Christian philosophy of education throughout the curriculum and activities.
5. Plan a program of study that, as much as possible, engages the individual needs, interests, and abilities of the students, challenging and inspiring each to do his/her best work.
6. Plan, prepare, and deliver daily lesson plans and instructional materials that facilitate active learning for the purpose of developing each student's mastery of core knowledge to demonstrate a life of wisdom for the glory of God.
7. 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.
8. Supplement the approved curriculum through relevant technology, field trips, guest speakers, and other media.
9. Maintain proper biblical discipline in the classroom and on school property to create a nurturing learning environment.
10. Maintain a clean, attractive, and well-organized classroom.
11. Maintain a positive classroom environment.
12. Prioritize work activities and use time efficiently to set and accomplish goals.
13. Prepare adequate information and materials for a substitute teacher, when necessary.
14. Prepare students by encouraging them to explore learning opportunities and to persevere with challenging tasks.
15. Use homework effectively for drill, review, enrichment or project work.
16. Prepare, administer and grade tests, classwork, homework and projects to evaluate students' performance to track each student's progress.
17. Maintains accurate attendance and gradebook records, utilizing the chosen platform.
18. Inform parents and/or legal guardians of student progress for the purpose of communicating expectations, student achievements, and methods for improvement.
19. Participate in scheduled Parent Teacher Conferences.
20. Maintains confidentiality of all personal and sensitive information regarding children, families and staff.
21. Promptly return phone calls and emails when necessary.
22. Supervise student activities as assigned by administration.
23. Be informed of educational trends and student learning styles, along with demonstrating in the classroom the commitment that each student will achieve success on a daily basis.
24. Strive to hold students to the standard of helping them reach their God-given potential.
25. Demonstrate through positive interpersonal relationships with parents, students, and peers a commitment to be a team player.
26. Cooperate with the Head of School and Administration in following, implementing, and enforcing policies, procedures and directives governing the operations of the school as outlined in the NDCS Student Handbook and the NDCS Employee Handbook.
27. Encourage parental and community involvement.
28. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's families and the general public.
29. Create a strong educational family by developing and maintaining rapport with students, parents, and staff by treating everyone with friendliness, dignity and consideration.
30. Work cooperatively with students, staff members and families to help promote a positive environment in all aspects of the school, including classrooms, hallways, recess, and extracurricular activities. Will work through any conflicts that may arise using the Matthew 18 principle as outlined in the Employee Handbook.
31. Encouraged to participate in extracurricular activities such as social activities, sporting events, clubs and student organization activities.
32. Attend scheduled in-service, staff training, staff meetings and association meetings.
33. Encouraged to participate in NDCS public relations events, such as Open House, NDCS 5K, Annual Fundraiser, etc.
34. Know the procedures for dealing with emergency issues.
35. Any other duties assigned by the Head of School.

Teacher (print)

Teacher Signature

Date

Administrator (print)

Administrator Signature

Date