



**Job Title:** High School Math Teacher

**Reports to:** High School Principal

**Principal Dept./School:** High School

**Type of position:** Full-time, 10 mo., annually contracted, exempt position paid on a salaried basis

**Primary Purpose:** To provide academic and spiritual leadership for students from a prayerful, Christian/Biblical worldview. Focuses primarily on serving each individual student and ensuring that students meet academic standards and MCA's expected student outcomes. Consults with parents and administrators as an advocate for each student.

**Qualifications:**

- A clear testimony of salvation and evidence of personal relationship with Jesus Christ
- A life-long learner that is willing to continue his/her educational and personal development
- A love for students is evident in his/her interactions with them
- Minimum of a Bachelor's degree in secondary education and math degree preferred
- State teaching certification preferred
- Willing to pursue ACSI teacher certification
- Proficient organization and time management skills
- Proficient in the use of relevant technology for teaching and learning

**Major Responsibilities and Duties**

**Spiritual Formation:**

- Seeks to model in speech, actions, and attitudes, a consistent daily walk with Jesus Christ.
- Shows by example the importance of prayer and unity for Christ followers
- Follows the Matthew 18 principle in dealing with students, parents, administration, and staff
- Leads students to the realization of their self-worth in Christ

**Teaching and Learning:**

- Demonstrate knowledge of high school math subject area/s taught
- Plan and present daily lessons to facilitate student understanding and application of math concepts.
- Maintain a safe, calm well-structured classroom that is conducive to student learning
- Instruct and monitor students in the use of learning materials and equipment
- Manage student behavior in the classroom by establishing and enforcing rules and procedures

- Naturally and regularly integrates biblical principles into his/her subject
- Skillfully establishes learning objectives for students consistent with curriculum objectives
- Keeps accurate records, ensuring that students are progressing appropriately and monitors progress through report cards, computer grading program, and other methods
- Seeks out, attends, and participates in ongoing professional development activities
- Supervise extracurricular activities, organizations, and outings as assigned

**Professional:**

- Utilizes educational opportunities and evaluation processes for professional growth
- Displays a teachable spirit
- Attends and participates in scheduled devotional, committee, and faculty meetings
- Knows and implements the procedures for dealing with issues of an emergency nature
- Contributes to the general improvement of the school program
- Provides timely feedback to students, supervisors, and parents
- Cultivates an appropriate teacher/student, mentor/mentee relationship with students

**Personal:**

- Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality
- Meets everyday stress with emotional stability, objectivity, and optimism
- Exercises friendliness and consideration, treating each student impartially
- Uses acceptable English on written and oral communication and speaks with clear articulation

**Evaluation:** Teachers are evaluated by their Administration multiple times throughout the school year.

**Ethics of Confidentiality:**

MCA seeks to protect the privacy of the family. Often the teacher is with the student more hours in the day than the parent. The hours together and the relationships that develop can often cause the student to reveal confidences about himself or herself personally or about home life and lifestyle situations. It is incumbent of that teacher to respect those confidences and to use them in counseling and guiding the student. Do not share these items with your associates or gossip about them to anyone. Student records and grades are items to be discussed at school only for the purpose of helping the student. Because MCA is in a Christian environment, people will reveal confidences to staff. Respect for these confidences between teacher and parent, and teacher and teacher, must be maintained.

Personal issues of the teacher should not be discussed in the classrooms. In terms of our school public relations, it is important that the teacher not discuss MCA in a negative way with others.