

Ministry Description: Classroom Teacher

Requirements

Must have accepted Jesus Christ as your personal Lord and Savior and committed to serve Him faithfully
Must be in full agreement with and actively support the mission and vision of AICM
Must be in full agreement with AICM Statement of Faith
Must be an active member of a local Church (preferably a Christian Church or Church of Christ)

Minimum Qualifications

Bachelor's degree (preferably in education)
At least 21 years of age

Desired

Any teaching related certificates
Have or be willing to obtain certification through the Association of Christian Schools International
Two or three year's classroom experience (can be full time, student teaching or substituting)
Experience working in a cross cultural environment

Objective

To provide a quality education for the students of the American Indian Christian School, and bring glory and honor to God

Supervision

Responsible to the Principal.

Evaluation

Will be evaluated every 6 months during the first year and then at the end of every school year after that.

Duties and Responsibilities

- Teach subjects and classes as assigned using curriculum as provided and maintaining clear, concise lesson plans.
- Attend teacher's meetings, staff meetings and other programs as assigned
- Provide tutorial sessions as needed students.
- Maintain accurate student records such as attendance and grades.
- Report grades every 3 weeks for a progress report for dorm parents and principal
- Complete report cards and turn them in to the principal.
- Maintain proper classroom discipline, taking care of minor problems personally and refer major problems to the principal.
- Hold conferences with parents of students (twice a year – at the end of the first and third grading periods).
- Administer achievement tests.
- Be responsible for year-end classroom cleaning and inventory reporting.
- Follow and enforce all policies in the staff, teacher and student handbooks.
- Turn in maintenance requests for any needed classroom or building repairs.
- Periodically coordinate with dorm parents in regards to any Biblical teaching to make sure that what is taught in the school is reinforced during dorm devotions (this also helps prevent either party from teaching something that contradicts the other – both teaching the same doctrine).
- Accept any additional responsibility assigned that is necessary for the successful operation of AICM.

Schedule

Work day begins at 7:30 am and ends at 3:30pm or as determined by the principal. Teachers will report to school for orientation activities the week prior to school beginning and responsibilities

will end at 4:00pm on the Friday of the week that school ends. May be asked to help with summer activities.