

destiny christian

ELEMENTARY SCHOOL

Elementary School Teacher Job Description

Job summary: To teach assigned classes that are Christ-centered and offer a Biblically based education academically, spiritually and socially in a structures, positive environment, following Job 34:4, “Let us learn together what is good.”

Hired by: Interview Committee and the Administrator

Reports to: Administrator

Evaluated: An informal evaluation is given in October and an annual written evaluation is provided by The Administrator in February

Required Spiritual Qualities

It is expected that the elementary school teacher will ...

- Acknowledge Christ as Savior and Lord and live as His disciple.
- Believe the Bible is the inspired, infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Believe and actively support the school’s statements of faith and marriage, gender and sexuality.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others.
- Use the Fruits of the Spirit (Galatians 5:22-23) in working with parents, staff and students.
- Actively participate in a local Bible-believing church.
- Have a strong knowledge and understanding of Scripture to educate and disciple elementary school age children.

Required Professional Qualities

It is expected that the elementary school teacher will ...

- Hold an active California Teaching Credential.
- Participate in professional development to stay current in subject area, teaching practices, technology and integration of Biblical Worldview.
- Demonstrate a reasonable level of computer literacy and able to use technology in the classroom with students.
- Understand the mission, core values, and educational policies of Destiny Elementary.
 - Follow school procedures and policies in administrative and educational matters set by the Administrator.
- Take responsibility for all tasks related to the classroom, parent communication, and the broader school community.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the classroom and school.

Required Personal Qualities

It is expected that the elementary school teacher will ...

- Sign and live by the school’s statement of faith and marriage, gender and sexuality as a condition for employment and continued employment at Destiny Elementary.
- Have the spiritual maturity, academic ability, and personal leadership qualities to help students know and honor God, prepare for a lifetime of academic and spiritual learning, and serve others.
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Be an enthusiastic visionary, an encourager, and a self-starter with a high energy level.
- Have a conviction that God has called him/her into Christian education.
- Possess strong organizational, time management, problem solving, and effective communication skills.

Essential Job Functions—Accountabilities

It is expected that the elementary school teacher will ...

- Instruct students with learning units and lessons that follow the scope and sequence of the curriculum.
- Be able to integrate Biblical Worldview throughout the curriculum so students can develop this worldview to show love to those around them (Matthew 23:11-12, Luke 10:27).
- Plan engaging lessons that meets the individual needs, interests, and abilities of each student, while challenging and inspiring each student to do his/her best work while encouraging students to willingly serve others as they desire to have a servant's heart.
- Teach the schools' curriculum with enthusiasm, in an age appropriate manner and develop attitudes that will assist students in learning to know and honor God through Bible memorization, developing a relationship with Jesus through prayer and worship, and develop integrity in their walk with the Lord by exhibiting fruits of the Spirit (Galatians 5:22-23).
- Use 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.
- Integrate technology into classroom lessons.
- Teach assigned classes/subjects set forth by the Administrator, using standards set by the school and curriculum.
- Maintain lesson plans for all subjects taught that can be submitted to the Administrator via Plan Book and to provide plans and materials for a substitute teacher.
- Assess the learning of students on a regular basis and provide progress reports as required.
- Provide interventions to students, so they are able to achieve reasonable mastery of the subject.
- Keep students, parents and the Administrator adequately informed of progress or deficiencies and give early and often notice of failure.
- Keep proper discipline in the classroom and on the school premises to create a nurturing learning environment using the Nurtured Heart Approach to classroom management.
- Maintain a clean, attractive, well-ordered classroom. (Adhere to all decorating and cleaning requirements set forth by Destiny Church).
- Possess excellent communication and relational skills working with parents, staff and students.
- Maintain regular and accurate attendance and grade records of each student's progress.
- Attend and participate in scheduled staff meetings and activities planned in the evenings or weekends.
- Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school community and the general public.

Additional Duties or Responsibilities

It is expected that the elementary school teacher will ...

- Supervise extra-curricular activities, organizations, and outings as assigned.
- Perform any other duties which may be assigned by the Administrator.

Physical Requirements

- Some classroom spaces are located upstairs. Faculty must be able to accompany students to and from their classrooms by ascending and descending the stairs during the day.
- Faculty must be able to accompany students in and outside the building in the parking lot and at the school entrance for dismissal.

destiny christian

ELEMENTARY SCHOOL

SUMMARY OF ELEMENTARY SCHOOL TEACHER POSITION:

DCP Elementary School full-time teachers are paid hourly at 8 hours per day, receive medical benefits, 10 paid vacation days that are spread out throughout the school breaks at Thanksgiving, Christmas, New Years, and Easter, receive 8 paid holidays, 5 paid sick days, two personal days that required advance notice to use and are required to work during our summer camp program during the months of June and July.

At present, we pay our full-time elementary teachers \$20 per hour over the period of 215 paid days of work, vacation, professional development, and holidays during the school year (July 29 - May 22 for the 2019-20 school year) and require a minimum of 35 days of work during our Summer Camp program (May 26-July 17) where the hourly rate of pay is reduced to \$16 per hour since all camps plans are prepared and teachers simply execute the prepared materials.

Elementary Teachers who choose not to work the summer months are considered part-time employees, work no more than 7.5 hours per day with no more than 1,560 hours per calendar year and are not eligible for benefits. At present, their rate of pay is \$20 per hour - paid holidays are included, three paid sick days, and two paid personal days. No paid vacation is offered, so if school is not in session, teachers are not paid.

- Hours/Work schedule:** Your normal Elementary Full-Time work hours will be Monday through Friday from 7:45am – 4:15pm, with a thirty minute lunch, working no more than 8 (eight) hours per day, or 40 (forty) hours per week. Hours worked for other ministries at Destiny Church, including, but not limited to: Destiny Kids, Destiny Café, and Destiny Performing Arts, may not exceed the total 8 (eight) hours per day or 40 (forty) hours per week. This schedule may change due to school enrollment or ministry season. The school year begins in August and ends in July.
- Role Description:** Please find a role description attached, outlining the purpose of your position and the essential functions of your job.
- Additional Agreements:** Outside employment: It is expected and you agree that you will not participate in multi-level marketing businesses. In addition, you agree that neither yourself, nor any members of your family, will use the relationships and contacts at Destiny Church and Destiny Preschool for personal gain or profit.
- Hourly Rate:** \$20.00 per hour, to be paid on the 5th and 20th of the month, subject to all applicable state and federal withholdings.
- Employee Benefits:** As a full-time Destiny employee, you are eligible for medical insurance. Destiny will pay the premium for the cost of the employee's medical insurance. The employee is responsible for the cost of adding any dependents. Medical insurance coverage will begin on August 1, 2019.
- Long term disability (LTD) and short term disability (STD) insurance is provided by Destiny.
- Destiny offers a 403(b) retirement savings plan for full-time ministerial employee contributions. The employer does not match funds.
- Sick Leave:** Full-time employees are eligible for 5 days of paid sick leave per school year (August – July). Unused sick leave may not roll over to the next school year.
- Vacation/Holiday Pay:** Vacation accrual begins on your first day of full-time employment, and accrual is based on your years of service. All vacation time is paid to a Preschool employee over scheduled preschool breaks. For the 2019-20 school year paid vacation days include: three days of Thanksgiving break, three days of Christmas break, and three days of Easter Break. Employees are given two personal days to use as long as advance notice is given. Vacation may not be rolled over per calendar year.
- For the 2019-20 school year paid holidays include: Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Jr. Day, President's Day, and the Monday following Easter Vacation. Memorial Day is only a paid holiday if DCP or summer camp is scheduled to be in session. Fourth of July is only a paid holiday if the employee is scheduled to work summer camp.
- Performance Review:** A meeting in which performance, expectation, and goal setting will be reviewed will be conducted verbally after the first 60 days of full-time employment. A written performance review will be conducted annually in February.
- DCP Tuition Benefits:** As a full-time Destiny employee, you are eligible to receive a 50% (fifty percent) tuition reduction for any dependent children who attend Destiny Preschool. See the DCP Director for further details.
- Note:** All terms of this letter represented are subject to change at any time, with or without notice, at Destiny's sole discretion.

