Elementary Teacher Job Description

Job summary: The Elementary Teacher will teach students in respective grade curriculum according to guidelines set forth in the UVC Staff and Faculty Handbook. All employees of UVC are models of Christian conduct and dedicated disciple-makers.

Hired by: Umpqua Valley Christian School Superintendent
Responsible to: Umpqua Valley Christian School Superintendent
Evaluated: Multiple observations and an annual evaluation
Type of position: This is a contracted salary position
Payscale: $26k-$40k, depending on education and experience

Required Spiritual Qualities
It is expected that the Elementary Teacher will …
- Have a clear testimony of his/her acceptance of Christ as Personal Savior and seek to live life as His disciple.
- Be a member in good standing of a local evangelical church.
- Be in full agreeance with the UVC Statement of Faith.
- Be in full agreement with the UVC Mission Statement.
- 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, actions, and evidence the fruits of the spirit toward others. This includes being committed to God's biblical standards for sexual conduct. (Luke 6:40, Gal. 5:22-23, Eph. 5:3-7)
- Avoid promoting controversial doctrine with students, parents or staff.
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.

Required Personal Qualities
It is expected that the Elementary Teacher will …
- Demonstrate the character qualities of, self-discipline, enthusiasm, love for children, courtesy, being teachable, flexibility, integrity, gratefulness, kindness, perseverance, and punctuality
- Respectfully submit to proper authorities (department heads, principal(s), administrator(s) and board members. This includes mutual Biblical respect to all staff, parents, and students.
- Uphold conflict/resolution according to Matthew 18 principle reinforced by James 4:17.
- Use accepted Standard English in written and spoken communication with parents.
- Maintain a personal appearance that is a Christian role model in cleanliness, modesty, good taste and in agreement with school policy. These standards shall be upheld or applied when attending or representing any school function.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Display courtesy and patience in dealing with others.

Required Professional Qualities
It is expected that the Elementary Teacher will …
- Hold a Basic Teaching Certificate
- Hold a current ACSI Teacher Certification
- Excellent communication ability
- Outstanding organizational and time-management skills
- Have documentation or have passed courses in Red Cross CPR and State laws regarding child safety, abuse reports, discrimination policy and privacy laws or complete in-service courses provided by the school to achieve awareness in the above area.
- Pass a criminal background check.

Essential Job Functions
It is expected that the Elementary Teacher will …
- Attend all required calendar days, including teacher workweeks.
- Prepare and follow lesson plans of instruction within the policies of the school as outlined in the Faculty and Staff Handbook.
- Use only approved curriculum as defined in the Faculty and Staff Handbook.
- Make every effort to enrich classroom instruction with field trips, guest speakers, audio-visuals, special projects and events.

- Be expected to complete (within reason) the instructional goals for each subject taught within the school year.
- Keep clear records (grades, behavior, and incident reports) with copies for administration.
- Maintain a clean, attractive, and orderly classroom, maintain discipline, and provide a good atmosphere for learning.
- Be responsible to serve as chaperone for school events as assigned.
- Be available for regularly scheduled parent conferences and others by appointment.
- Take responsibility for adhering to the adopted budget and financial guidelines.