



Math Teacher – Secondary School

Job summary: The primary responsibility of the teacher is to carry out professional duties within assigned classes. He/She will be in charge of day-to-day work and management of the class and the safety and welfare of the students, while promoting the aims and objectives of the school. Teachers are biblically equipped and highly motivated educational leaders with the ability to build relationships, solve problems and inspire continual individual and institutional growth toward the Mission and Core Values of UVCS.

Salary: \$26-40k, depending on education and experience

Reports to: Superintendent

Evaluation: Twice-yearly observation and annual performance review

Essential Job Functions

- Understands the subject area content thoroughly, provides instructional services necessary to educate all students to high expectations.
- Implements the school-wide student management policies within classrooms and on campus.
- Holds a valid state teaching license or obtains ACSI initial certification within first year of employment and completes renewal requirements.
- Serves on school committees as needed.
- Performs clerical duties, as required, relating to textbooks, instructional supplies, student reports and records, attendance reports, etc.
- Participates in school-wide and individual professional development to maintain a certified teaching license.
- Attends and participates in all staff meetings and communicates openly with staff.
- Performs any other duties that may be assigned by the Department Lead or Administrative Staff.

Planning and Preparation

- Develops engaging and relevant lesson plans and organizes so that classroom instruction and cleanup activities can be accomplished within the allotted time schedule.
- Provides adequate course communication through a syllabus outlining course descriptions, academic policies and procedures (including assessment, behavior expectations, and communication procedures).
- Ensure that all subject matter is effectively communicated and understood by all groups of students.
- Set appropriate tasks and challenges for classwork, and homework respectively.
- Communicates assignment expectations for access by students and parents in a timely manner.
- Maintains emergency lesson plans and the current substitute folder in case of an unexpected absence.

Classroom Management

- Responsible for establishing and managing student learning in a positive learning environment while maximizing the time available.
- Creates a Christ-honoring classroom climate that promotes openness, respect, support, and inquiry.
- Maintains discipline in the classroom to ensure maximum learning.
- Communicates with parents on an “as needed” basis regarding their student’s academic or behavioral status in the class; this includes returning all emails and voicemails within a reasonable amount of time.
- Establishes and maintains respectful, productive partnerships with families and staff in support of student learning and well-being.
- Ensures that outside resources align with the Christ-centered, educational mission of UVC.

Instruct and Assess

- Connects objectives to overarching goals, derived from Oregon state standards.
- Integrates Biblical precepts and concepts into the curriculum.
- Promotes knowledge as a vehicle to thank and worship God.
- Incorporates inquiries that lead to varying levels of critical analysis, problem-solving, and application.
- Uses a variety of teaching methodologies to create an engaging and safe classroom setting where all students are held to high expectations.
- Grades all assignments, tests, quizzes, and projects in a timely manner.
- Maintains an accurate record of all grades for each student.

Required Spiritual Qualities

It is expected that the Teacher will ...

- Have a clear testimony of his/her acceptance of Jesus Christ as personal Savior.
- Regularly attend, serve, and financially support a local church body that aligns with the UVC statement of faith.
- Be a Christian role model in attitude and speech toward others.
- Avoid promoting controversial doctrine with students, parents or staff.
- State agreement with the school's mission statement.

Required Personal Qualities

It is expected that the Teacher will ...

- Demonstrate the character qualities of enthusiasm, love for children, courtesy, teach-ability, flexibility, integrity, gratefulness, kindness, perseverance and punctuality both in and out of the competitive arena.
- Respectfully submit to proper authorities. This includes mutual Biblical submission to fellow administrators and staff and treating all students with respect.
- 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.
- Instruct and guide students in such a way that will lead to positive values, acceptable behavior, and self-discipline with a Christian emphasis

Required Professional Qualities

It is expected that the Teacher will ...

- Hold a bachelor's degree in Education or related field of study.
- Hold a valid state teaching license, be ACSI certified, or be in the process to become certified.
- Teaching experience in the US system preferred.
- State or national teacher certification preferred.
- Possess a Biblical understanding of education and how that applies to the Christian school today.
- Have a working knowledge of classroom management, best practices, and diverse learning styles and teaching methods.
- Possess the ability to work under the supervision of the Head of School.
- Possess strong communication, both oral and in written, skills are required.
- Possess interpersonal skills are required to establish and maintain effective working relationships with staff, students, parents and community.
- Possess and maintain a valid driver's license.

Questions? Contact office@uvcs.org