

JOB TITLE: High School Business Teacher – Full Time**Purpose Statement:**

The high school Business teacher uses creative methods to foster a desire for the students to learn and grow spiritually, academically, emotionally and socially. The goal of instruction is to ensure that students accomplish the objectives established by the school for this grade level. The specific focus is to provide quality instruction with a biblical perspective.

Scope:

The high school Business teacher interacts with students in the classroom and halls, with parents during conferences and with other teachers, teacher assistants, and administration on a daily basis.

Specific Responsibilities:

- Model Christ in word and deed.
- Write lesson plans for all classes on a weekly basis according to Plymouth Christian Academy guidelines.
- Team player that follows curriculum guide.
- Establish and maintain communication with parents as specified by administrative policy.
- Read Plymouth Christian Academy email/staff communications to remain informed and respond if requested to do so. This should be done throughout the day.
- Be available for student questions, concerns, ministry and counsel.
- Provide helps groups as needed.
- Attend staff devotions one day per week.
- Attend Plymouth Christian Academy staff meetings.
- Attend/participate in: Back to School Picnic, Fall Auction, and other school events that promote relationship building with students, parents and colleagues.
- Participates in the accreditation process for the school's continuous improvement plan.
- Participates in professional development to stay current in their field.
- Adhere to specified professional dress.
- Attend and participate in designated Chapels.
- Open every day with prayer.
- Ensure students are attentive during announcements and participate in the pledges.
- Decorate classroom bulletin boards.
- Establish and maintain accurate records on each student.
- Prepare report cards and report card comments as well as maintain ongoing grade record keeping.
- Hold required parent conferences.
- Participate in scheduled grade level team meetings.
- Document necessary paperwork for student's permanent folder.
- Discipline with love and establish incentives for improving behavior.
- Provide remediation or enrichment for students as necessary.
- Give specific praise and encouragement.
- Teach Business with the Biblical Integration method.

- Evaluate students.
- Plan and participate in field trips.
- Know the student dress code in order to ensure students comply with the standards.
- Compile and maintain an up to date sub folder.
- Update and provide important documentation for cumulative folders.
- Uses technology to supplement lessons.
- Takes class attendance in order to maintain accurate attendance records.
- Orders classroom supplies.
- Organizes classroom materials.
- All teachers are responsible for erasing their white boards at the end of each teaching day (good stewardship element).
- Must be able to lift 40 lbs.

Qualifications/Skills/Gifts:

- Bachelor of Science in Secondary Education with emphasis in Business
- Michigan State Certification in Secondary Education
- A strong commitment to the philosophies, mission, and educational philosophies of Plymouth Christian Academy.
- A love to teach, especially the Word and emulate Jesus' love always.
- The call of God to serve as a teacher.
- Excellent interpersonal skills with regard to children, their parents, and colleagues.
- Spiritual gifts of teaching, discernment, administration, leadership, service and exhortation.
- The fruit of the Spirit (love, kindness and patience)
- Group facilitation skills.
- Computer skills.
- Excellent written and verbal communication skills.
- Organizational skills.
- Continuing professional development.
- Flexibility and dependability.