

**UPPER SCHOOL TEACHER JOB DESCRIPTION**

**TITLE: UPPER SCHOOL TEACHER (Grades 9-12)**

**QUALIFICATIONS:** Bachelor’s Degree or higher in Education.

Hold a valid Ohio teaching license or certificate.

Preferably have at least 3 years of classroom teaching at the high school level.

**REPORTS TO:** Head of Upper School

**JOB GOAL:** Carry out the mission of the school in your classroom on a daily basis by

providing a private school education with a Biblical worldview.

**PERFORMANCE RESPONSIBILITIES:**

* Assume a share of supervisory responsibilities expected of all Upper School Faculty members.
* Collaborate with team members on curriculum design and development on lesson planning and regularly analyze student data to accommodate individual student needs to form instruction.
* Teach classes as assigned following prescribed scope and sequence as scheduled by the administration.
* Utilize valid teaching techniques to achieve curriculum goals within the framework of the school’s philosophy and incorporating all prescribed Ohio Academic Content Standards.
* Plan broadly through the use of semester and quarterly plans and objectives and ensure that daily lesson plans are properly posted in RenWeb FACTS.
* Employ a variety of instructional aids and technological resources as well as methods and materials that will provide for the creative teaching to reach the whole child: spiritual, mental, physical, social and emotional.
* Integrate technology into lesson plans in compliance with the expectation outlined by the administration.
* Provide periodic updates to parents/guardians about student progress via both written reports and in-person conferences.
* Maintain regular and prompt attendance and grade records in RenWeb FACTS. Keep students, parents/guardians, and administration informed of progress or deficiencies.
* Create a positive and safe learning environment for all students and hold students accountable for conduct.
* Possess effective interpersonal skills and administrative skills; be a problem solver and be able to think outside the box.
* Work with others in the school community to support each student’s emotional well-being.
* Utilize effective and professional oral and written communication skills.
* Maintain professional development as a licensed educator; glean from experience and ideas of peer teachers.
* Attend all school staff meetings and scheduled professional development sessions and workshops.
* Other duties as assigned by the Head of Upper School.