

The Shepherd's Christian Home School



Job Description

Teacher/Tutor: Reports to Program Director

Goal: The teacher/tutor shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.

Overview: The employee shall be a born-again Christian, certified or certifiable, who feels called of God to work with children. Other qualifications may be added by the Administrator as deemed appropriate.

Evaluation: Performance will be evaluated in accordance with provisions of the program's policy on Evaluation of Professional Personnel and this job description. Details are found in the Staff Employment Handbook.

Responsibilities:

1. Ensure the goals of the program are achieved for each student. The goals are measurable by the following:
 - a. Improve academic performance in reading, mathematics and English/language arts/literacy
 - b. Raise self-esteem and self-confidence in students
 - c. Increase awareness of importance of community
2. Work collaboratively with other staff members and the church

JOB DESCRIPTION - Essential Functions

1. Reflect the purpose of the ministry which is to honor Christ in every activity.
2. Motivate students to accept God's gift of salvation and help them grow in their faith.
3. Lead students to a realization of their self-worth in Christ.
4. Cooperate with the Church Leadership and Administration in implementing all policies, procedures, and directives governing the operation of the ministry.
5. Teach classes as assigned, following prescribed scope and sequence as scheduled by the Administrator.
6. Integrate Biblical principles and the Christian philosophy of education throughout curriculum and activities.
7. Keep proper discipline in the classroom and on the premises in order to maintain a learning environment which is conducive to optimal development.
8. Maintain a clean, attractive, well-ordered classroom.
9. Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
10. Utilize valid teaching techniques to achieve curriculum goals within the framework of the ministry's philosophy.
11. Develop and implement lessons and classroom activities that stimulate and expand the skills of students
12. Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child
13. Administer and use pre-assessment and on-going assessment tools to develop specific learning goals for each student

14. Prepare and submit weekly lesson plans to the Administrator
15. Implement and maintain the behavioral management system that helps develop self-control and respect
16. Provide frequent feedback and positive reinforcement to tutoring students and monthly progress report to parents and administration
17. Teach literacy and math for depth of learning and student mastery
18. Bring a passion for learning when teaching and tutoring students
19. Foster strong relationships with parents/guardians, students, and staff by treating others with friendliness, dignity, and consideration. Follow the Matthew 18 principle in dealing with students, parents, staff, and administration.
20. Maintain accurate student portfolios and prepare case notes
21. Know the procedures for dealing with issues of an emergency nature. Prepare incident reports if situations arise
22. Attend and participate in all initial and on-going training
23. Punctual attendance to tutor sessions and services
24. Recognize the need for good public relations. Represent the ministry in a favorable and professional manner to its constituency and the general public.
25. Inform the administration in a timely manner if unable to fulfill any duty assigned. Prepare adequate information and materials for a substitute teacher.

JOB DESCRIPTION - Supplemental Functions

1. Supervise extra-curricular activities, organizations, and outings as assigned.
2. Utilize educational opportunities and evaluation processes for professional growth.
3. Provide input and constructive recommendations for administrative and managerial functions in the ministry.
4. Support the broader program of the ministry by attending extra-curricular activities when possible.
5. Perform any other duties which may be assigned by the administration.

Skills and Qualifications:

Completed a minimum of 18 college credits in education, child development, and related subject matter

Passion to make a positive impact on the lives of children from low income urban communities by educating them to proficiency

Experience working with economically disadvantaged and exceptional learners from diverse cultures and ethnic backgrounds

Strong classroom management skills

Excellent communication and organization skills

Able to work collaboratively with others

Demonstrated reliability regarding attendance and work performance

Commitment to the program's mission

Ability to be creative, flexible and adaptive in all activities and responsibilities

Other Personal Qualities

1. Have received Jesus Christ as his/her personal Savior.
2. Believe that the Bible is God's Word and standard for faith and daily living.
3. Be a **Christian role model** in attitude, speech and actions toward others. (Luke 6:40)
4. Be a member in good standing at an evangelical church which has a Statement of Faith in agreement with the school's Statement of Faith.
5. Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
6. Be in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
7. Have the spiritual maturity, academic ability, and personal leadership qualities to "Train up a child in the way he should go."
8. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
9. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
10. Meet everyday stress with emotional stability, objectivity, and optimism.
11. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy.
12. Use acceptable English in written and oral communication. Speak with clear articulation.
13. Respectfully submit and be loyal to constituted authority.
14. Notify the director of any policy he/she is unable to support.
15. Refuse to use or circulate confidential information inappropriately.
16. Place his/her ministry ahead of other jobs or volunteer activities.
17. Make an effort to appreciate and understand the uniqueness of the community

Application Procedure

Due to the manner in which the teacher/tutor training is conducted, tutors are recruited at the beginning of the fall, spring, and summer semesters only. The Administrator conducts personal interviews with selected candidates within a week of the application deadline. Final selections will be made by September 15th for the fall semester, and February 22nd for the spring semester. Selected tutors will be required to participate in a full day orientation and training session.

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EMPLOYMENT APPLICATION

Date of Application: _____ Date Available For an Interview: _____

Referred By: _____

When are you available to begin work? _____

PERSONAL INFORMATION

Title: Dr. _____ Mrs. _____ Ms. _____ Rev. _____

Full Name _____

Home Address _____

Mailing Address _____

E-mail address _____

Home Telephone _____ Cell Phone _____

Business Phone _____ Fax _____

Social Security Number: _____

Spouse Name: _____

Please provide the name, address, and telephone number of someone who should be contacted in case of an emergency:

Full Name _____

Relationship to you _____

Home Address _____

Home Telephone _____ Cell Phone _____

Please indicate below the position(s) for which you are applying.

INSTRUCTIONAL POSITIONS *Grade levels are combined (check all that apply)*

- K-1st gr. Instructor
- 2nd-3rd gr. Instructor
- 4th-5th gr. Instructor
- Testing Proctor
- Substitute Teacher K-3rd
- Substitute Teacher 4th-5th

Please indicate any grade or age group preference you have: _____
Other subjects or extra-curricular programs (i.e., cheerleading, chess, track coach, volleyball, etc.): _____

CERTIFICATION

If yes, date issued: *Please attach a copy*

Certification agency _____

Certified Areas/Subject: _____

Endorsements _____ Expiration Date _____

Other _____

Georgia Assessments for the Certification of Educators (GACE) (IF APPLICABLE)

Have you taken the GACE or Praxis?

If yes, when? _____

If not, when do you plan to take it? _____

Basic Skills Assessment Date/Score: _____

Content Assessment Date/Score: _____

Professional Pedagogy Assessment Date/Score: _____

Educational Leadership Assessment Date/Score: _____

Paraprofessional Assessment Date/Score: _____

Please attach a copy of your NTE, GACE, Praxis, or GRE Scores. NTE Scores may be requested from: National Teacher Examinations, ETS, CN 6015, Princeton, NJ 08541-6050. Georgia Assessments for the Certification of Educators® Scores may be substituted.

COMPUTER EXPERIENCE

Please list below your experience with computers and software programs. List all software (programs or operating systems) and/or hardware (equipment) with which you have experience and of which you possess a working knowledge.

EDUCATION

College /University _____ City/State _____

Degree _____ Major _____

Dates Attended _____ Overall GPA _____

College /University _____ City/State _____

Degree _____ Major _____

Dates Attended _____ Overall GPA _____

College /University _____ City/State _____

Degree _____ Major _____

Dates Attended _____ Overall GPA _____

Copies of all College and / or University transcripts, both undergraduate and graduate, must be filed with your application or soon after it has been submitted.

STUDENT TEACHING (IF APPLICABLE)

If student teaching was completed within the **last three years** supply the following information:

School: _____ **Grade/Subject:** _____
Address: _____
Dates: From: (M/D/Y) _____ **To:** (M/D/Y): _____
Cooperating Teacher: _____ **Telephone:** _____
College Supervisor: _____ **Telephone:** _____
College/University Address: _____

School: _____ **Grade/Subject:** _____
Address: _____
Dates: From (M/D/Y): _____ **To:** (M/D/Y): _____
Cooperating Teacher: _____ **Telephone:** _____
College Supervisor: _____ **Telephone:** _____
College/University Address: _____

TEACHING OR INSTRUCTIONAL EXPERIENCE

Beginning with your most recent position, list all teaching or instructional support experience for which you have been compensated. Please complete all information even if you include a resume.

Name of School: _____
From (M/D/Y): _____ **To** (M/D/Y): _____
Address: _____
Phone: _____
Job Title/Grade(s) and/or Subject Taught: _____
Reason for leaving: _____

Name and title of supervisor: _____ May we contact? YES ___ NO ___

Name of School: _____
From (M/D/Y): _____ **To** (M/D/Y): _____
Address: _____
Phone: _____
Job Title/Grade(s) and/or Subject Taught: _____
Reason for leaving: _____

Name and title of supervisor: _____ May we contact? YES ___ NO ___

Name of School: _____
From (M/D/Y): _____ **To** (M/D/Y): _____
Address: _____
Phone: _____
Job Title/Grade(s) and/or Subject Taught: _____
Reason for leaving: _____

Name and title of supervisor: _____ May we contact? YES ___ NO ___

NON-INSTRUCTIONAL EXPERIENCE

Employer: _____
From (M/D/Y): _____ To (M/D/Y): _____
Address: _____
Phone: _____
Your position / title: _____
Reason for leaving: _____
Name and title of supervisor: _____
May we contact? YES ___ NO ___

Employer: _____
From (M/D/Y): _____ To (M/D/Y): _____
Address: _____
Phone: _____
Your position / title: _____
Reason for leaving: _____
Name and title of supervisor: _____

Employer: _____
From (M/D/Y): _____ To (M/D/Y): _____
Address: _____
Phone: _____
Your position / title: _____
Reason for leaving: _____
Name and title of supervisor: _____

REFERENCES

List persons, such as former employers, pastors, supervisors, and instructors, who have firsthand knowledge of your professional preparation, experience, and competence, as well as your spiritual maturity. A minimum of three references is requested. *Incomplete/inaccurate reference information (i.e., names, addresses, zip codes, phone numbers, etc.) may make it difficult for your application to be given further consideration.*

Name: _____
School/Company _____ Title: _____
Address: _____
Work Phone: _____ Home Phone: _____

Name: _____
School/Company _____ Title: _____
Address: _____
Work Phone: _____ Home Phone: _____

Name: _____
School/Company _____ Title: _____
Address: _____
Work Phone: _____ Home Phone: _____

PERSONAL HISTORY

Do you have any physical condition or handicap that may limit your ability to perform the job for which you are applying? If so, please describe:

Have you ever been convicted of a felony, or a misdemeanor which resulted in imprisonment? If so, what was the felony or misdemeanor?

Have you ever been convicted of child abuse of any kind? If so, please describe:

Why do you wish to teach / work at TSCHS? _____

What church do you attend? _____

Denomination _____

Which auxiliaries do you serve in the church? (Choir, children/youth ministry, etc.)

Please briefly give your personal Christian testimony:

Please list the curriculum with which you are familiar and corresponding grade levels: _____

List in order of priority what you consider to be the three most important objectives of Christian education or leadership and mentoring:

1. _____
2. _____
3. _____

Why have you chosen your major or career? _____

In the last year, what have you done to enhance your knowledge in any area that was not required or paid for by any employer, educational institution, or other person? Please include lists of books or periodicals which you have read which were not required for school.

Have you attended/completed any child care training courses? YES NO N/A (circle one of each)
Have you attended accounting or leadership courses? YES NO
Do you have a criminal record? YES NO
If yes, explain:

Have you ever been shown by credible evidence, e.g., a court order or jury, a law enforcement investigation or other reliable evidence to have abused, neglected or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct? YES NO

Under the American with Disabilities Act of 1991, this program is required to reasonably accommodate individuals with a disability. The reasonable accommodation requirement applies to the application process, any pre-employment testing, interviews and actual employment, but only if the program supervisor is made aware that an accommodation is required. If you are disabled and require accommodation, you may request it at any time during the interview process. You are obligated to inform the program director of your needs if it will impact your ability to perform the job for which you are applying.

Having read the job description for the position for which you are applying, are you in all respects, able to adequately perform the duties as described? YES NO

If no, please explain.

Do you have a valid driver's license? YES NO

If yes, give license number and class of license:

Have you had CPR training within the past two years? If yes, give expiration date: YES NO

Have you had first aid training within the past three years? If yes, give expiration date: YES NO

Bright From the Start: Georgia Department of Early Care Learning requires 10 hours of annual child care training for teachers, are you willing to participate? YES NO

I certify that all information on this application is correct. I have not given any false statement concerning my qualification requirements.

Candidate Signature

Date

The Shepherd's Christian Home School



Pastor/Church Leader Recommendation For Employment

Name of Applicant _____

Position _____

Name of Ministry Leader Providing Recommendation _____

Address (Street, City, State) _____

Telephone _____

Name of Church _____

Church Telephone _____ Email _____

Church Website _____

PASTOR/CHURCH LEADER INFORMATION

How long have you known the applicant? _____

In what capacity do you know the applicant? _____

How well do you know the applicant? ___ Somewhat ___ Acquaintance ___ Very Well

Does the applicant display Christ in his/her lifestyle? _____

Is this applicant's lifestyle one that others can follow? _____

Is this applicant capable of teaching and the discipleship of children for Christ? _____

Rate the applicant's level of commitment as you have seen it demonstrated. None 1 2 3 4 5 Very

Describe the applicant's leadership ability. _____

MINISTRY LEADER APPROVAL

Do you fully approve of the applicant working with children at TSCHS? Why? _____

Signature _____ Date _____

Thank you for completing this recommendation form. Please keep this form confidential and return it to:

Althea Penn, P. O. Box 49254, Atlanta, GA 30359 or scan and email to pennttraining@yahoo.com. Please contact us with any further questions or comments at 678.557.8684 or pennttraining@yahoo.com.

The Shepherd's Christian Home School



Professional Reference For Employment

Name of Applicant _____
 Position _____
 Applicant Signature _____ Date _____

Name of Former Employer Providing Recommendation _____

Address (Street, City, State) _____

Business Telephone _____

Name of Organization _____

Alternate Telephone _____ Email _____

Website _____

All information below this line to be completed by person providing the reference. Check appropriate column for each item below (✓)

	Superior	Average	Poor	Do Not Know	Comments
Ability to present Ideas					
Ability to follow directions					
Judgment					
Adaptability					
Resourcefulness					
Enthusiasm & Energy					
Professional Attitude					
Interpersonal Skills					
Cooperation					
Overall Ranking					

Comments:

*Thank you for completing this recommendation form. Please keep this form confidential and return it to:
 Althea Penn, P. O. Box 49254, Atlanta, GA 30359 or scan and email to pennttraining@yahoo.com. Please contact us with any further
 questions or comments at 678.557.8684 or pennttraining@yahoo.com.*

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Personal Reference For Employment

Name of Applicant _____
Position _____
Applicant Signature _____ Date _____

Name of Person Providing Recommendation _____

Address (Street, City, State) _____

Telephone _____ Email _____

1. In what capacity have you know the applicant? _____ For how long? _____
2. Do you have knowledge of how the applicant relates to children? Yes No
If yes, please explain: _____

3. Check as many of the following that describe the applicant:

Domineering Nervous Friendly Assertive Tactful
 Leader Happy Aggressive Considerate Cooperative
 Reserved Moody Opinionated Follower Well-adjusted
 Arrogant Unhappy Stubborn Confident Lacks Confidence

5. Would the applicant have problems interacting with others or working with any of the following:

Racial minorities Females Males Handicapped Christians Children or Elderly
Identify religious preferences Explain: _____

6. How well does the applicant finish projects and activities begun?

Very well Well Average Fair Poor

7. To your knowledge, has the applicant ever had a drinking or drug problem? _____

8. Do you feel that the applicant is in a position to make a year-long commitment as an intern? _____

Please use the back of this sheet to add any additional comments summarizing your view of the applicant and their ability to work in a Christian school environment. Please complete the form with the requested information. If the applicant has signed the form in the top section, he/she has waived the right to inspect this reference. Thank you for completing this reference form. Please keep this form confidential and return it to: *Althea Penn, P. O. Box 49254, Atlanta, GA 30359 or scan and email to pennttraining@yahoo.com. Please contact us with any further questions or comments at 678.557.8684 or pennttraining@yahoo.com.*

Signature _____

Date _____