Job Description and Contract, Teacher
Roxborough Christian School
*Passed April 2016, Board of RCS*

I. POSITION SUMMARY

Responsible for developing and implementing an ongoing program of activities that promote the social, emotional, cognitive and physical development of each child enrolled in a group, while teaching a Christian and academic curriculum.

II. RESPONSIBILITIES AND DUTIES

1. Report directly to the Board Rep for Academics, and meets with the other teacher(s) and aide(s) to develop weekly plans and activities.
2. Meet with other teachers to review curriculum plans and activities and evaluate program effectiveness.
3. Responsible for assisting with the implementation of developmental, behavioral, and sensory screenings within the scheduled mandated by regulations and performance standards.
4. Maintain records on each child’s progress and development for the purpose of planning and compliance with state standards.
5. Responsible for recording and record keeping of information required to document the growth and development of children.
6. Attend all staff meetings and in-service provided at RCS.
7. Review with staff the progress of each child and develop written plans to promote each child’s growth and development.
8. Work with other teachers and PTO in participating in parent activities.
9. Responsible for coordinating and working closely with parents including any staff/parent conferences.
10. Help maintain facility in a safe, clean and satisfactory condition.
11. Provide day-to-day supervision and support to teacher assistants, teacher aides, substitutes and volunteers, which include sharing daily program plans and discussing goals for children.
12. Have a minimum of 3 emergency lesson plans on file available at any time for a substitute.
13. Assist the other teachers in providing orientation and training for new staff, substitutes and volunteers.
14. Work with other teachers to plan and implement the daily program of activities based on principles of child development and in accordance with the program’s curriculum.
15. Set up and maintain a well-organized, safe, clean and attractive classroom environment conducive to the optimal growth and development of children. This includes all daily clean up, wiping and/or sweeping that may need to be done.
16. Develop a positive relationship with each child and promote the development of self-esteem and self-discipline, with positive, respectful relationships formed with students.
17. Observe each child daily to assess skills, interests and needs and use this information to facilitate learning and growth.
18. Establish a positive relationship with each child’s family and share information about the child’s day at school.
19. Help parents to understand the curriculum and find ways to involve parents in the daily program. (This may include but is not limited to parent newsletters, parent meetings, phone calls, emails.)
20. Maintain, track and record student progress and distribute report cards. (At least 5 reports will go home annually, this includes progress and/or report cards).
21. Conduct individual parent conferences at least 2x a year to discuss each child’s growth and development.
22. Attend at least 4 Open House and/or fundraising events a year (meeting outside of school hours)
23. Keep up to date of current knowledge in the field of Early Childhood and Elementary Education and attend professional development trainings when scheduled by the board or lead teacher.
24. Assist Board with Accreditation, limited to curriculum mapping, with help from other teachers.

III. QUALIFICATIONS

1. Be a graduate of an approved 4-year college or university with a Pennsylvania teaching certificate in elementary education to teach grades K through 6, or a Pennsylvania early childhood certificate to teach grades N through 3.
2. Be a graduate of an approved 4-year college or university and shall apply for a private academic teaching certificate by submitting documentary evidence of the successful completion of a minimum of 18 semester hours in the theory of elementary education, or be a graduate of an approved 4-year college or university and submit documentary evidence of a minimum of 2 years of successful teaching experience in a public, nonpublic nonlicensed or accredited elementary school.
3. Active in a local congregation consonant with RCS mission
4. Have all PA background and child abuse clearances completed with results provided to the school board before the date-of-hire.
5. Ability to relate positively to young children, parents and staff.
6. Strong working knowledge of state standards for education including monitoring and evaluation of student progress.
7. Demonstrate success in working as a member of a team.
8. Effective and strong communication skills (orally and written).
9. Demonstrate an ability to work successfully with community-based agencies and building partnerships.
10. Demonstrated supervision skills of students and possible assistant.

IV. PHYSICAL CAPABILITIES

1. Be able to lift 25-30 lbs.
2. Be able to walk, squat/kneel, sit on floor, see, hear, and speak with children to ensure children’s health and safety.

V. Observations

Teachers are expected to be observed at least 3 times formally throughout the year, with no less than 2 weeks of notice before a formal observation. A pre and post-conference and form will be completed by the teacher the appointed board member. Informal observations can happen any time throughout the year at the discretion of the appointed board member.
VI. Student Truancy

Teachers are expected to maintain student records of lateness and absence in accordance with the PA truancy policy. For more information please visit:


VII. Volunteers

1. Teachers are expected to create and maintain a positive relationship with all volunteers. It is the lead teacher’s responsibility to maintain records of all volunteers, including up-to-date clearances and volunteer schedule. If any issues arise with any volunteer, the lead teacher has the right to notify the board.

2. The board desires adequate volunteer assistance throughout the week to secure teachers at minimum a 1 hour lunch-prep time each school day. The board helps recruit volunteers to this end.

VIII. School Hours

Roxborough Christian School Hours will run from 8:00am-3:30pm. The teacher must be in the building by 8:00am and may not leave until after the last student is dismissed. It is the responsibility of the teacher to commit appropriate preparation time for their classroom and cooperating teacher in regards to lesson and school planning.

IX. Teacher Schedule

1. The teacher’s start date is Sept 1st, 2016 and end date is two days following the last day of school (pending the release of the 2016-2017 SDP Calendar).

2. The teacher will receive 7 sick days per calendar year and 3 personal days. Any absence exceeding three days requires a physician’s note. Any sick time exceeding 7 days will be unpaid. Personal days must be requested at least 2 weeks in advance by submission of a time-off request form and are dependent on the board’s approval. Only half and full day requests will be granted. Teachers are to be good stewards of their time, and the board reserves the right to deny requests connected to holidays or extended school breaks.

3. It is the responsibility of the lead teacher to recruit and find a substitute teacher. If lead teacher is sick, and they are unable to secure a substitute themselves, they are to communicate their need for a substitute to the Board. If a substitute is unavailable then the students may be placed into a neighboring classroom, making sure that the student teacher ratio is maintained. It is the teacher’s responsibility to provide work for their students in the event of their absence.

4. Each December the Board Lead and Academics team lead will sit with lead teacher at a convenient time for both parties to review the lead teacher’s and board’s ability and willingness to fill out each point within this document, to consider any concerns the lead teacher has, and to provide measured feedback to the lead teacher based on this document.

5. Teachers must notify the school board no later than April 1st of the subsequent school year if they desire to return to their teaching position in the fall. All final decisions are made by the RCS School Board.
X. Academic Calendar

Roxborough Christian School will follow the School District of Philadelphia’s Academic calendar (excluding days off for Rosh Hashanah, professional development and half days, pending the release of the 2016-2017 The SDP Calendar). RCS will follow The SDP’s decisions on school delays or cancellations due to inclement weather. It is the teacher’s responsibility to contact parents during the event of an early dismissal and it is the teacher’s responsibility to report to the lead teacher before leaving.

XI. Compensation (See contract, an additional document)

Your compensation package includes specifics regarding each of the following: Status, Compensation, Term, Sick Pay, Holidays, Medical, Dental, Tuition Assistance, Retirement Plan

XII. Conciliation Clause

In the event of a conflict of any sort that engages the board or other staffers, the Board requests Lead Teacher pursue biblical peacemaking prior to departure, involving a mutually-agreed upon third party to moderate.

Contract offered to …

AMENDED JULY 1, 2016

Philadelphia, PA 19128

Re: Offer of Employment

Dear
We are pleased to offer you the position of …for the academic year, 2016-17. Your effective date of employment is Aug 1, 2016. We are all excited about what you bring to our school. This employment offer is contingent upon your successful renewal of any mandated screening (Child Abuse clearance, Criminal Background check, FBI, and any discussion with Board representatives regarding the specifics of the accompanying Job Description (see additional Job Description document).

Your compensation package includes the following:

Status: Full time, 40 hours per week, Monday-Friday, 8am-3:30pm, (including RCS Open Houses, Christmas Program, Fundraisers, Back to school night, evening conferences)
Compensation: Annual salary rate $35,000 paid monthly over 12 months, through July 2017
Term: 10 month position (September through June)
Sick Pay: 7 sick days (after successful completion 90-day probation period)
Holidays: 3 (after successful completion of 90-day probation period)
Medical: $3,000 reimbursable
Dental: TBD
Retirement Plan: TBD
Tuition Assistance: After the completion of 2 years

We look forward to your renewing your service with RCS, and are confident that you will continue to play a key role in our schools’ success. Please let me, Christina Platt, Board Lead for Academics, know if you have any questions.

If the above offer of employment is acceptable to you, please sign and date both copies of this offer in acceptance of employment of the terms and conditions of employment and return within 3 days.

__________________________________________
Signature