



Oroville Christian School

Role Description

Job Title: Kindergarten Teacher/ Job Share

Organizational Supervisor: Debra Ward
Alignment: Administrator/Principal

FLSA Status: Exempt
Job Status: Part time
Employee:

Goal and Purpose

We believe that it is the parent's responsibility to train up a child in the way he/she should go. Our goal is to assist parents in preparing their children for life by leading them to Christ, equipping them with strong academic skills, developing a sound biblical worldview, and nurturing godly character.

Our goal is to provide students with a high-quality elementary Christian education and to teach our students principles from God's word that they will apply to every aspect of their lives.

Job Duties

Essential duties and responsibilities, i.e. those that are basic, necessary, and an integral part of the job, are indicated below.

Spiritual each

- Maintain a daily personal devotional life so as to be prepared spiritual for the demands of teaching day.
- Demonstrate, by example, love and obedience to Christ and His word. Motivate students to accept God's gift of salvation and help them grow in their faith.
- Attend an evangelical church and serve in a church ministry as the Lord leads.
- Attend all regularly scheduled devotions. Share on an alternating basis in the leading of faculty devotions.

Planning

- Provide all written teaching plans required by the administration, which incorporate the school's scope and sequence or other approved curriculum.
- Employ a variety of instructional aids, methods, and materials that will provide creative teaching to reach the whole child's spiritual, mental, physical, social, and emotional needs.
- Develop a plan and method for evaluating the student's work.
- Request instructional equipment and supplies.

Instructional

- Clearly communicate the objectives and relevance of the material being taught.
- Integrate Biblical principles as appropriate.
- Determine that the student grasped the information being taught.
- Demonstrate command of and enthusiasm for subject matter.
- Utilize a variety of teaching methods, materials, and evaluating tools.
- Monthly update bulletin boards in the classroom.
- Provide reference to other disciplines and life examples in order to transfer, expand and enrich learning.

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Management	<ul style="list-style-type: none">● Utilize effective classroom and instructional management techniques.● Reflect a Christ-like spirit in dealing with teacher-student, student-student, teacher-teacher, and teacher-administration relationships.● Recognize the value of time-on-task and demonstrate overall good use of the instructional period.● Arrange the physical environment to compliment the learning atmosphere.● Responsible for maintaining progress reports and evaluations to be used during
Parent-teacher	conferences.
Communication	<ul style="list-style-type: none">● Maintain accurate and complete school records.● Maintain effective communication with the students, parents, team members, faculty, office staff, and administration.● Clearly communicate compassion and empathy to all students in keeping with the mission of the school.● Follow the Matthew 18 Principle when dealing with conflicts and personal problems that arise between individuals.
Professional	<ul style="list-style-type: none">● Arrive punctually and attend all duties, programs, and meetings that are scheduled by administration.● Serve on appropriate committees for the purpose of evaluating curriculum, textbooks, operational procedures, special events, services, etc.
Supplemental	<ul style="list-style-type: none">● Supervise extra-curricular activities, organizations, and outings as assigned.● Utilizing educational opportunities and evaluation processes for professional growth.● Provide input and constructive recommendations for administration functions in the school.● Support the broader program of the school by attending extra-curricular activities when possible.● Perform other duties which may be assigned by the administration.
Safety	<ul style="list-style-type: none">● Actively support and maintain safety standards, training, and ongoing safety program, resulting in a safe and healthy work and school environment.● Responsible for understanding the school's fire, earthquake, and lockdown procedures and directing children whenever needed. Responsible for taking on an assigned role in the disaster plan if implemented.● Responsible for filling out an "Ouch or Accident" report whenever administering first aid to a child.● Comply with requirements to report reasonable suspicion of physical abuse.

Relationships, Qualifications and Requirements, and Competencies

Key	● Report to:	K-8 Principal/Administrator
Relationships	● Supervision of:	K-8 teacher's Aide, Volunteers and Students
Community, Servant Leaders and Staff Members	● Ministry Partners:	Oroville Evangelical Free Church Volunteers and Members, General

**Role
Qualification
and Requirements**

● Education

Must have the following:

- BS or BA degree
- Teaching Credential
- ACSI Teaching Certificate (To be obtained within the first three years of employment.)

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**Experience and
Expertise:**

- Demonstrate Christ-like attributes in speech and actions.
- Demonstrate spiritual maturity, academic ability, and leadership qualities.
- Experience working with children in a teaching/supervisory capacity.

**Employment
Requirements:**

- Must pass a pre-employment reference and background screen.
- Proof of legal authorization to work in the United States.

Equipment Used:

- Bible, personal computer, telephone, and general office equipment.
- General School/classroom equipment and craft supplies.

**Physical Demands
and Work
Environment:**

- The physical demands and work environment characteristics are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL: The employee is regularly required to talk or hear. The employee is frequently required to stand, walk, sit, use hands, and fingers to handle or feel, and reach with hands and arms. The employee is occasionally required to climb, stoop, kneel, crouch, or crawl. The employee will lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus. While performing the duties of this job, the employees are occasionally exposed to outside weather conditions. The employee is regularly in a typical school/classroom environment with adequate light and moderate noise levels.

SITE: A teacher must gather his/her children together on the parking lot into a cohesive unit and to be able to move the children from an area on the parking lot and into the building. A teacher must be able to take their students to local parks, library, recreation facilities, and other local establishments for supervised activities. This requires the ability to escort and supervise children over a multi-block area as the cross busy streets in urban environment. Teachers must be able to keep up with their students, control them until reaching their destination and remain with the students at that location.

BUILDINGS: Students in each individual classroom are required to move about in the buildings from the classroom to the lunch area, the chapel and/or the school office. Teachers must be able to accompany students in the hallways or in other places in the building as they move from one location to another location.

CLASSROOM: Elementary teachers must be able to prepare bulletin boards (monthly) between 2 ½-6 feet in height so that students can see the necessary information. This includes reaching overhead, bending, and the ability to adhere items to board/wall with appropriate media. Must have sufficient vision and hearing to allow for active supervision and interaction with students. May be required to move children's desks, work tables, chairs, or reconfigure room.

TEACHING: Teachers must be able to demonstrate lesson concepts using chalkboards, media, hands-on material and computers. Teachers are required to prepare evaluation reports, fill in records, and on numerous occasions, communicate with parents both verbally and in writing.

SUPERVISION: Indoor (classroom, play areas): Teachers must be able to actively supervise students within the classroom or in the gymnasium area for indoor/outdoor recess or physical education. Outdoor (playground, parks, parking lots): Teachers in the elementary school must be able to supervise students in their classroom or while on

the playground, parking lot, or park. Overall Supervision (in all areas): Students cannot be left unattended at any time and/or left alone without the presence of a teacher, aide, staff, or OCS approved/fingerprinted adult(s).

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EMERGENCIES: A teacher must be able to quickly summon help when an emergency arises either in the classroom, gymnasium or on the playground. Teachers are required to render minimal first aid to students who may be injured while in the classroom, gymnasium, or on the playground.

ATTENDANCE: Teachers are required to be present daily a half hour before the children arrive until half an hour after the children depart. They are also required to be present for faculty meetings and other special functions after school, and occasionally for meetings or other functions in the evening.

Competencies:

General:

- Spiritual Maturity
- Effective Communication
- Influence/Contribution
- Relationship Building/People
- Stewardship
- Pastoral
- Scope (initiative, expertise in ministry, etc.)

Employer Disclosure Statement:

The statements and job description is intended to describe that nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks. Other similar or additional duties are to be performed as assigned. Nor is this job description intended, in any way, to be an employment contract. Your employment continues to be at-will. You, or Oroville Christian School may terminate employment at any time for any reason.

Employee Acknowledgement and Acceptance:

I hereby acknowledge receipt of this role description and further acknowledge that I have read and understand.

Employee Signature: _____

Date: _____

Print Name: _____