

## Western Mennonite School Position Description

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<b>Job Title:</b>	Teacher
<b>Reports To:</b>	Principal
<b>Position Status:</b>	10 Month
<b>Last Revised:</b>	2007

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### Western Mennonite School Mission Statement

*Western Mennonite School equips students for a life of faith and learning by providing an educational experience highlighted by five key distinctions: Christ-centered, academic excellence, nurturing community, peace and service, and enrichment opportunities.*

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### QUALIFICATIONS

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As established by the Teachers Standards and Practices Commission (TSPC) and PNMC.

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### GENERAL RESPONSIBILITIES

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To lead students toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation. To model Christian commitment and faith in and out of school.

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### SPECIFIC RESPONSIBILITIES

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1. Prepare for classes assigned and show written evidence of preparation upon request of principal.
2. Use a variety of appropriate methods and materials to implement instructional plans.
3. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
4. Maintain accurate, complete and correct attendance, evaluative, and disciplinary records as required by law, school policy and administrative regulations.
5. Establish and maintain cooperative relations with staff, students and parents.
6. Be properly prepared to provide extensive information on your students at parent conferences or when requested to do so by a parent.
7. Provide for professional growth through an ongoing program of reading, workshops, seminars, conferences and/or advanced course work. Demonstrate sincere interest in field of study.
8. Plan a program of study that, as much as possible, meets the individual needs, interests and abilities of all students.
9. Assume full responsibility for planning an authentic mini-term experience. This includes extensive preliminary planning with comprehensively planned activities which focus on the objectives of the mini-term. The mini-term instructor is responsible to assure that the timeline for planning and execution of mini-term is followed closely.
10. Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
11. Assess the accomplishments of students on a regular basis and provide progress reports as required.
12. Seek the assistance of administrators, counselors or fellow teachers to help diagnose the learning disabilities of students and to help develop methods of dealing with these disabilities.
13. Assist the administration in implementing all policies and/or rules governing student conduct.

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### **Teacher Responsibilities - Continued**

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14. Develop reasonable rules of classroom behavior and procedure consistent with school policy and maintain order in the classroom in a fair and just manner.
15. Assume the responsibility to discipline students whenever needed at school activities or on the school campus.
16. Take seriously the responsibility to be a positive role model for students. Give special emphasis to modeling honesty, courtesy, good grooming, being an informed citizen, respecting the law and the dignity of honest labor and any other examples which tend to develop productive and responsible members of society.
17. Fulfill all contractual obligations in a professional manner.
18. Observe ethical standards of professional conduct.
19. Demonstrate an enthusiasm for teaching which includes a commitment of time and effort.
20. Attend faculty and other required meetings and willingly serve on school committees as requested. Full attention is expected at staff meetings.
21. Lead a small group and provide input and careful planning for growth and development of the members. Faculty members not asked to lead a small group will be a part of a faculty/staff prayer cluster.
22. Be prepared to be involved in functions outside of the classroom such as class sponsor, ticket taker at basketball or volleyball games, chaperon for field trips, banquets, etc.