



POLK COUNTY CHRISTIAN SCHOOL

PCCS, 2490 West Tower Drive, PO Box 303, Bolivar, Missouri, 65613, www.polkcountychristianschool.org

Christian Teacher Job Description

General Description

Goal: The teacher shall prayerfully help students 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 teacher shall be born-again college graduate, qualified in the field of elementary education, who feels called of God to the teaching profession. Other qualifications may be added by the Board as deemed appropriate.

- Contracted by: School board upon recommendation of the administrator for one year.
- Responsible to: Administrator
- Supervises: Aides, volunteers, and students.
- Evaluation: Teacher performance will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel, the teacher's contract, and this job description.

REQUIRED PERSONAL QUALITIES

The teacher shall:

- Have a personal experience of salvation.
- Believe that the Bible is God's Word and standard for faith and daily living.
- Be a **Christian role model** in attitude, speech and actions toward others. This includes being committed to God's Biblical standards for sexual conduct. (Luke 6:40)
- Be a member in good standing at a local, evangelical church which has a Statement of Faith in agreement with the school's Statement of Faith.
- Show by example the importance of Scripture study and memorization,

prayer, witnessing, and unity of the Body of Christ.

- Be in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
- Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."

ADDITIONAL PERSONAL QUALITIES

The teacher shall:

- Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to constituted authority.
- Shall notify the administration of any policy he/she is unable to support.
- Refuse to use or circulate confidential information inappropriately.
- Place his/her teaching ministry ahead of other jobs or volunteer activities.
- Make an effort to appreciate and understand the uniqueness of the community.

JOB DESCRIPTION – Essential Functions

The teacher shall:

- Reflect the purpose of the school which is to honor Christ in every class and in every activity.
- Motivate students to grow in their faith in God.
- Lead students to a realization of their self-worth in Christ.
- Cooperate with the Board and administrator in implementing all policies, procedures, and directives governing the operation of the school.
- Teach classes as assigned following prescribed scope and sequence as scheduled by the administrator.

- Integrate Biblical principles and the Christian philosophy of education throughout the curriculum and activities.
- Keep proper discipline in the classroom and on the school premises for a good learning environment.
- Maintain a clean, attractive, well-ordered classroom.
- Plan broadly through the use of semester and quarterly plans and objectives, and daily through the use of a Lesson Plan Book. Daily plans will be turned into the Administrator weekly.
- 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. Variety should be a consideration, so that a balance of paper/pencil activities and more creative activities are achieved.
- Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
- Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
- Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media.
- Use homework effectively for drill, review, enrichment, or project work only.
- Care should be exercised that homework time does not regularly exceed the general rule of ten minutes a night per grade level (K=10, 1st=20, 2=30, etc.).
 - Since many students will attend church on Wednesday nights, teachers should refrain from assigning homework on Wednesday night.
- Assess the learning of students on a regular basis and provide progress reports to students and parents. Graded papers should be sent home within one week of the work. Although more reporting is encouraged, minimum grade report communication with parents will be mid-quarter and quarterly grades (grade cards). Extreme caution should be taken with missing assignments. The teacher's late work policy should be made clear to students and parents at the first of the year.
- Grade cards must be submitted to the administrator three days prior to distribution.
- Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
- Keep students, parents, and the administrator adequately informed of progress or deficiencies and give sufficient notice of failure.
- Recognize the need for good public relations. Represent the school in a

favorable and professional manner to the school's constituency and the general public.

- Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
- Follow the Matthew 18 principle in dealing with students, parents, staff, and administration.
- Seek the counsel of the administrator, colleagues, and parents while maintaining a teachable attitude.
- Attend and participate in scheduled devotional, in-service, retreats, committee, faculty, and Parent Teacher Fellowship meetings.
- In-service for the beginning of the school year will take place the week before school starts. The time is typically three mornings before school starts.

Teachers should:

- Know the procedures for dealing with issues of an emergency nature.
- Inform the administration in a timely manner if unable to fulfill any duty assigned.
- Inform the administrator as soon as possible of any need to be absent. Prepare adequate information and materials for a substitute teacher.
- Submit lesson plans on Monday of each week.

Physical Requirements to Fulfill the Essential Functions of this Job

1. Site--Playground size and terrain

- Teachers are required to take their students onto the playground and supervise them during outside recess. It may require a teacher several minutes of labored effort to walk across the playground. Teachers must be able to keep up with students, control them until reaching the playground, and remain with the students on the playground.

2. Building

- Students in each individual classroom are required to move about in the building from the classroom to classroom, the library, and/or the sanctuary. 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.

3. Classroom

- Teachers must be able to write on the chalkboards and prepare bulletin boards between 4-7 feet in height so that students, particularly in the back of the room, can see the necessary information. Teachers must have sufficient vision to allow for active supervision and interaction with students.

4. Teaching

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

5. Supervision

- Teachers must be able to actively supervise students within the classroom or in an assigned area for indoor recess. On occasion, elementary faculty should participate with students in organized games and activities. Teachers must supervise students at the closing of each day as students are dismissed to their rides.

6. Emergencies

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

7. Attendance

- Teachers are required to be present every weekday at 7:45 a.m. and are required to stay after class until all of their students are off school premises. Also time must be allowed to make sure adequate plans have been made for the following day. Teachers will be required to attend scheduled faculty meetings, and also occasional meetings or other functions after school or in the evening.



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Teacher Pay Scale

Years of Experience	BS	BS +16	Masters
1	25,080	26,220	27,360
2	25,580	26,720	27,860
3	26,080	27,220	28,360
4	26,580	27,720	28,860
5	27,080	28,220	29,360
6	27,580	28,720	29,860
7	28,080	29,220	30,360
8	28,580	29,720	30,860
9	29,080	30,220	31,360
10	29,580	30,720	31,860
11	30,080	31,220	32,360
12	30,580	31,720	32,860
13	31,080	32,220	33,360
14	31,580	32,720	33,860
15	32,080	33,220	34,360
16	32,580	33,720	34,860
17	33,080	34,220	35,360
18	33,580	34,720	35,860
19	34,080	35,220	36,360
20	34,580	35,720	36,860

Approved 1/2026

Polk County Christian School glorifies God through excellence as a Christ-centered educational environment, that emphasizes servant leadership with a Biblical Worldview.