



JOB DEFINITION FOR DALLAS WEEKDAY SCHOOL OF THE BIBLE TEACHERS

I. GENERAL

The teacher is contracted by Weekday Bible Inc. Teachers report to the director. The director will evaluate the teacher's performance each school year. The director's report regarding each teacher will be given to the executive team annually, at which time the recommendation whether the teacher should be continued in his/her teaching position will be discussed.

The teacher is defined as:

1. A Christian who holds to the Statement of Faith of the Dallas Weekday School of the Bible.
2. One who feels called of God to sharing His Word and example with children.
3. One who is spiritually mature with academic and leadership abilities that will allow him/her to impart God's truth in a faithful and responsible manner.

II. SPIRITUAL STANDARDS

A teacher's primary role in the school is to exemplify Christ by:

1. Portraying the mind of Christ.
2. Seeking fellowship with fellow believers.
3. Being faithful in prayer and the reading of God's Word.
4. Abstaining from sexual immorality or any conduct contrary to the lifestyle of the faithful in Christ as defined in scripture.
5. Encouraging students by example and word.
6. Membership in a church, represented by regular church attendance.
7. One who represents themselves with modesty and reflects semi professional attire.

III. JOB RESPONSIBILITIES

A teacher has the responsibility of instruction in the assigned curriculum areas. In the implementation of these responsibilities he/she is expected to:

1. Teach regularly scheduled classes set forth by the director and the school district.
2. Take advantage of opportunities that will provide professional development such as reading professional books and/or attending seminars and workshops that enhance your abilities to teach.
3. Look upon teaching as a divine call, at least for the time in service, and seek to minister to the total person of the child.
4. Cooperate with Director in the evaluation process and be receptive to suggestions and assistance. Seek appropriate help when needed.
5. Maintain confidences. Accept responsibility as a team player to other teachers and the Council. Encourage other staff, attend scheduled meetings, and carry out assigned tasks.

6. Assume responsibility for materials and equipment. Use materials economically and cultivate respect for school property in students.
7. Get approval for time off from the director.
8. Submit time off and substitute forms to the treasurer.
9. Attend team meetings. Meet with the Coordinator and other teachers monthly to network ideas, problem solve, provide support, encouragement and prayer, and plan projects as appropriate. These meetings are mandatory.
10. Teachers are strongly encouraged to attend Advisory Council meetings. If unable to attend, teachers must provide a written report to the director to be reported to the council during the meeting.
11. Notify administrator when supplies (toilet paper/soap/etc.) are getting low.

TEACHING RESPONSIBILITIES

1. Use the approved curriculum provided by the Coordinator for class lessons and stimulate enthusiasm for learning.
2. If there is a need for a substitute teacher due to an emergency or sick leave, contact the director. If the director is not available, contact the Administrator for assistance. Substitute teachers will be chosen from the approved list. Contact the director in advance for requested days off.
3. When an individual school class is cancelled, work with the teacher to reschedule.
4. Register students. Maintain accurate records of attendance. Maintain a record of student accomplishments and progress.
5. Teachers will work with the director to plan the use of field trips, guest speakers, art projects, and other media for creative and interesting teaching. Field trips, guest speakers, and any unusual activities will also need the approval of the Council or Executive Council.
6. Provide a good, safe, learning environment. Give attention to lighting, heating, ventilation, and safety. Maintain a neat room and attractive bulletin boards. Set a good example of cleanliness, neatness, and order.
7. Maintain proper discipline within the classroom. Keep director informed of classroom behavior issues. (Notify school teacher and/or principal if needed.) Follow the discipline guidelines for Bible students. Contact principal and Coordinator in case of emergency, health, or accident.
8. Provide good personal relations with the public school staff. Express appreciation for their assistance and cooperation.

Teacher Signature _____ Date _____

Coordinator Signature _____ Date _____