

# Teacher



## Job Description

1. Promote and nurture the education of students by planning and tailoring courses of study according to Smith Preparatory Academy's curriculum guidelines; monitoring, assisting with, and correcting academic efforts; providing a safe environment conducive to learning; keeping parents informed.
2. Develop and present lesson plans by using a variety of techniques, including lectures, projects, exhibits, field trips, audiovisual and library resources, internet, etc.
3. Monitor, assist, correct, and grade student results by preparing assignments and tests for in-school preparation and homework.
4. Maintain order in the classroom with discretion and wisdom, referring students to administration as needed.
5. Maintain safe, secure, and healthy educational environments by establishing, following, and enforcing standards and procedures, complying with legal regulations.
6. Keep the parents informed by maintaining records of academic performance; reporting on all elements of student development at parent-teacher conferences, both regularly scheduled and as-needed.
7. Update job knowledge by attending faculty meetings; participating in educational opportunities, reading professional publications; maintaining personal networks; participating in professional organizations.
8. To live as becomes a follower of Christ so that your life may adorn the doctrine of God our Savior in every respect.

## Minimum Qualifications

- Bachelor's degree in related field or at least three years of teaching experience
- An introductory understanding of the philosophy of classical education
- Mature Christian faith with active involvement in a local church