



Tri-County Christian School

POSITION:

Preschool Teacher, Tri-County Christian School, Freeport, IL

DUTIES & RESPONSIBILITIES:

Spiritual Leadership

- Motivate students to accept God's gift of salvation, and be a Christian witness and role model to them in order to help them grow in their faith.
- Lead students to a realization of their self-worth in Christ.
- Ensure that the classroom work environment is Christian-based, nurturing, wholesome, and loving.
- Work with the administration and staff to address the spiritual formation of the students.
- Carry out Christ-centered counseling with students and staff.

Academic Leadership

- Have a thorough knowledge and understanding of the Christian philosophy of education that will help in providing leadership and guidance in the school's development of and commitment to a Christian worldview.
- Have knowledge of the school's curriculum, standards, and mission.
- Integrate biblical principles and the Christian worldview throughout the curriculum and activities.
- Teach classes as assigned following the prescribed scope and sequence as scheduled by the administration.
- Ensure that his or her school classroom reflects a professional and Christian environment.
- Have knowledge of the physical/emotional development of children—particularly at the age level of the children being taught—and understand the problems they face.
- Plan broadly through the use of semester and quarterly plans and objectives, and more currently through the use of a lesson plan book.
- Plan a program of study that as much as possible meets the individual needs, interests, and abilities of the students, challenging them to do their best work.
- 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 use of field trips, guest speakers, and other media for a balanced classroom.
- Use homework effectively for drill, review, enrichment, or project work.
- Regularly assess the learning of students, and provide progress reports as required.
- Respond in a timely manner to parental requests for help or information.
- Participate in formal and informal parent-teacher conferences.
- Participate in continuous professional development through professional reading, college coursework, in-services, workshops, and conferences.

Administrative Leadership

- Have the ability to accomplish the goals and objectives assigned by the school administration and school policy.
- Help the staff, students, and volunteers function efficiently, effectively, and productively.
- Understand supervision and how to lead in a positive manner.
- Provide a good learning environment by keeping proper discipline in the classroom and at other locations on the school premises.
- Meet regularly with other staff members to ensure coordination of programs and prompt problem resolution.
- Provide input as needed for the school master calendar.
- Maintain a physical presence with the students by attending and, when possible, participating in school chapels, assemblies, athletics events, and other presentations.
- Arrange for substitute teachers when needed, and assist them in successfully carrying out their responsibilities.
- Participate in beginning-of-year staff orientation, staff devotionals, staff meetings, and parent/teacher fellowship meetings.
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents, or staff.
- Maintain regular and accurate records of attendance and grades to meet the demands for a comprehensive knowledge of each student's progress.
- Keep students, parents, and the administration adequately informed of student progress or deficiencies and give sufficient notice of student failure.
- Know the procedures for dealing with emergency situations in the classroom and school. Conduct required emergency safety drills in coordination with school leadership.
- Report to the appropriate individuals any campus safety, health, and maintenance needs that are observed.
- Inform the administration in a timely manner if unable to fulfill any assigned duty.
- Deal directly and frankly with the school administration in an earnest effort to resolve differences of opinion when they exist.

Additional Duties or Responsibilities

- 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.
- Participate in the school's development programs and activities in areas of constituency relations, fund-raising, and student recruitment and retention.
- Ensure that provision is made for the accountability and securing of all funds collected in the classroom.
- Supervise extracurricular activities, organizations, and outings as assigned.
- Support the broader program of the school by attending extracurricular activities when possible.
- Involve parents in prayer and volunteerism as appropriate.
- Maintain a clean, attractive, and well-ordered classroom.
- Participate in the end-of-year school closing process, such as the inventorying of textbooks, furniture, and equipment.
- Perform any other duties that may be assigned by the administration.

REQUIREMENTS & TERMS OF EMPLOYMENT:

- **Terms of Employment:** Salaried full-time position
- **Educational Requirements:** Bachelor's Degree (in Education)

Tri-County Christian School seeks candidates who are committed to and supportive of an evangelical Christian faith orientation and the school's Vision, Mission Statement, and Statement of Faith. This person should be an active member of a church embracing the Christian tradition with a demonstrated personal relationship with Jesus Christ. They should have an outstanding character and reputation as someone that is committed to their beliefs, and to the development of those around them. The candidate should demonstrate the ability to work with a positive and friendly demeanor within a demanding environment.

Further information about Tri-County Christian School can be found at:
www.tricountychristian.org

CONTACT INFORMATION:

To submit a cover letter, resume, and completed TCCS Instructional Staff Application please contact:

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