



**APPLE VALLEY CHRISTIAN SCHOOL**  
**Job Description**

**Position of: *Teacher***

**Mission of AVCS:** Training Christian Leaders Committed to excellence

**Vision of AVCS:**

1. Prepare students to go out and defend a Christian worldview
2. Promote a return to traditional Christian values and respect for authority
3. Assist students in identifying their calling and potential life's work

Keeping in mind the *Mission* and the *Vision* of AVCS, the following items are guidelines for a teacher at AVCS.

**REQUIREMENTS**

Apple Valley Christian requires all K-12 teachers to have at minimum, a bachelor's degree from an accredited college or university. ACSI Certification will be required by the second year of employment with AVCA.

**GENERAL SCHOOL RESPONSIBILITIES**

- Teach students and manage the classroom under the direct oversight of the appropriate Principal and/or Head of School.
- Represent Apple Valley Christian School in a professional manner, always presenting a positive attitude
- Maintain confidentiality, as necessary and appropriate
- Attend staff devotions and mandatory inservice/training sessions
- Honor contractual obligations as written in the AVCS employment contract
- Promote and endorse the philosophy and objectives of AVCS as expressed in the School Board bylaws and policy manual as well as the Employee Handbook
- Keep ACSI Educator Certificate current

**INSTRUCTIONAL RESPONSIBILITIES**

- Using AVCA current curriculum, plan, prepare, and deliver instructional activities that facilitate active learning experiences
- Purposefully integrate biblical principles, Christian worldview, and a Christian philosophy of education throughout the curriculum
- Plan a program of study that, as much as possible, addresses the student's individual needs
- Plan, through approved channels, special trips and activities for their students' enrichment
- Observe and evaluate student's performance and development
- Assign and grade class work, homework, tests, and assignments
- Provide appropriate feedback on work
- Encourage and monitor the progress of individual students
- Maintain accurate and complete records of students' progress and development
- Participate in department and school meetings, parent meetings
- Communicate necessary information regularly to students, colleagues, and parents regarding student progress and student needs
- Keep updated with any changes in curriculum, as initiated by the appropriate Principal and/or Head of School, and make relevant changes to instructional plans and activities
- Prepare adequate lesson plans for a substitute teacher in case of absence
- Maintain a sufficient amount of grading records to adequately evaluate student progress
- Report grades and the next week's lesson plans to RenWeb in a timely manner as directed by the appropriate Principal and as defined in the Employee Handbook; encourage parents and students to stay aware of progress
- Communicate with students, parents and administration of any academic deficiencies in a timely manner as defined in the Employee Handbook

**CLASS MANAGEMENT**

- Maintain discipline in accordance with the rules and disciplinary systems of the school
- Professionally plan and organize teaching time through the use of quarterly plans and objectives
- Maintain proper classroom control and a safe learning environment
- Maintain a clean, attractive, and well-ordered classroom
- Maintain regular and accurate attendance records
- Communicate with students, parents and administration in regard to student behavior.
- Be familiar with safety and emergency procedures

*The employee shall understand this job description is not limited to only the items listed above.*