

Asian Hope Position Description Position Title: Teacher Revised: September 2014	1
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The position of Teacher is an exempt position of Asian Hope which must hold to the doctrine and Constitution/By-Laws of Asian Hope, Inc. The Teacher must be willing to sign the AH Statement of Faith, and be a current member or regular attendee of a local Christian church. The Teacher must be willing to live by all of the AH policies and procedures as they pertain to each program/outreach of AH and their oversight of assigned responsibilities.

Schedule: Monday - Friday with occasional weekend and holiday duties: 40-44 hours per week.

Location: AHIS Pre-Primary, Primary or Secondary campus

Responsible To: Head of School

Purpose/Goals: To work with students, teachers, administrators, and parents to design and implement a classroom instructional program that facilitates positive growth and change in the knowledge base, thinking, feeling, and behavior of learners and leads to responsible Christian discipleship.

Duties/Responsibilities:

1. Spiritual Leadership
 - a. Proactively cultivate and protect a spiritually and emotionally nurturing environment for all students.
 - b. Exhibit the fruit of the spirit and spiritual maturity before the students, parents, and faculty/staff.
 - c. Participate in staff prayer and devotions.
 - d. Lead class/homeroom devotions on a daily basis for their students.
 - e. Attend and participate in school assembly programs.
2. Curriculum and Instruction
 - a. Regularly review curriculum guides and plan lessons that lead to fulfillment of course priorities and goals.
 - b. Ensure that the ESLR's are implemented in the daily class lessons/activities.
 - c. Prepare lesson plans containing objectives, instructional plans and assessment.
 - d. Design and maintain a positive, pleasant, and nurturing classroom environment, including regular preparation of bulletin boards and classroom displays.
 - e. Implement an effective classroom management/discipline program which promotes effective student learning.
 - f. Review and incorporate instructional/information technology and audio visual aids to support the fulfillment of lesson objectives.
 - g. Assign homework that supports the classroom program and the expectations and goals of the school.
3. Supervision
 - a. Effectively oversee the learning process in the classroom.
 - b. Apply the spirit as well as the letter of the school and classroom rules as appropriate.
 - c. Supervise students at lunch and/or during scheduled periods, according to the campus supervision plan.
 - d. Supervise students at school activities as required.

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- e. Facilitate the collection and reporting of funds for school-generated projects.
- 4. Organization
 - a. Organize class activities, dependent upon assigned responsibilities.
 - b. Arrange for field trips that extend or apply classroom learning.
 - c. Plan and present classroom assemblies at regular intervals as assigned.
 - d. Review/practice emergency procedures with students.
- 5. Communication
 - a. Meet with parents during Back to School Night early in the school year, presenting an overview of the classroom program.
 - b. Conference with parents, as scheduled, requested, and/or needed.
 - c. Provide written reports of student progress, as requested, scheduled, and/or needed.
 - d. Maintain an attitude of openness and a desire for communication.
 - e. Alert responsible personnel if a student expresses/exhibits a need for the intervention of special professional services.
 - f. Maintain weekly written communication (Homework Assignment Sheet or letter) with parents highlighting the class activities, homework, tests, etc. (for elementary).
- 6. Record Keeping / Assessment
 - a. Maintain an accurate record of each student's work for use in determining grades.
 - b. Maintain a daily record of student attendance.
 - c. Oversee responsible use of supplementary texts, materials, and supplies.
 - d. Complete end of year procedures, according to appropriate inventories and checklists.
- 7. Collaboration
 - a. Collaborate with other teachers in the on-going articulation and evaluation of curricular programs including: curriculum writing, determining scope and sequence priorities, effective teaching strategies, assessment practices, and related textbook adoptions.
 - b. Serve on committees and/or supervise or sponsor activities supporting the overall school program.
 - c. Seek opportunities for curricular integration.
- 8. Professional Development
 - a. Annually submit a written list of professional goals to the principal.
 - b. Participate in scheduled in-service, curriculum planning, and professional development activities.
 - c. Observe colleagues and be observed by colleagues.

Additional Requirements:

1. Attend annual orientation and in-service activities prior to the school year.
2. Teacher in-service training days as specified on the school calendar.
3. Involvement in extra-curricular activities.
4. Participation in Professional Learning Communities
5. Other duties as assigned by the Head of School.

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Skills/Qualifications:

Teaching degree in education with subject / age group relevance
Experience in teaching preferred
Continued professional development throughout career expected

Evaluation: Formal evaluation will be conducted once per year by the direct supervisor.

I have read and agree to fulfil these responsibilities to the best of my ability:

Print Name

Employee Signature