**Job Description for Teachers**

**Waynesboro Mennonite School**

Teaching at Waynesboro Mennonite School is a delegated responsibility from the parents of the students and the school board to:

1. Train the student’s character
   1. Cultivate honesty, diligence, servanthood, cheerfulness, etc.
   2. Deal decisively with unhealthy habits
2. Direct the student’s academic progress
3. Understand the objectives of each class
4. Have a plan for covering the material of each class by the end of the year (usually, if not always, provided by the textbooks)
5. Make daily lesson plans
6. Teach classes
   * Basic order of classes: (this may vary)
7. Collect/check homework
8. Review previous day’s material
9. Teach/discuss the day’s lesson
10. Apply the lesson
    1. Do activity
    2. Ask questions
11. Oversee the taking of quizzes and tests
12. Record grades in the record book (File quizzes and tests after recording grades)
13. Make out report cards twice a quarter
14. Evaluate the students’ progress through activities, quizzes, and tests and ensure that the struggling student gets help
15. Ascertain that homework is done promptly, neatly, and accurately
16. Manage homeroom
17. Maintain neatness and order
18. Do bulletin boards and decorations
19. Work with the parents in the student’s education
20. Honestly discuss struggles and problems with parents
21. Meet with them at PTM to discuss the student’s progress in school
22. Work with the rest of the staff in planning and organizing field trips
23. Plan and direct a program for one’s classroom at the end of the school year (10-15 min.)