S

halom Mennonite School

 ***1410 Union Grove Rd. Terre Hill, PA 17581***

 ***Ph. (717) 445-7020***

 “Teaching and Training for the Glory of God”

 **Teacher Job Description for Shalom Mennonite School**

1. Qualifications- we believe that the teacher should be able to accomplish the following:
	1. Be a Godly role model for students by demonstrating Christ-likeness in character, submission to God, His Word, and other authorities, and by actively supporting the local church.
	2. Maintain a central and authoritative presence in the classroom, being willing and able to bear the authority delegated to him by parents.
	3. Maintain a warm and friendly classroom atmosphere which is orderly, values love and respect, encourages creativity, and encourages each student to strive to do their best for the honor and glory of God.
	4. Direct the learning experiences of his students through a sufficient knowledge of the subjects taught, competence in teaching, and the ability to recognize and provide for the individual needs of students.
	5. Demonstrate a love for learning and be committed to personal, spiritual, and professional growth so that he can more effectively serve the Lord and meet the academic, personal, and spiritual needs of his students.
	6. Consistently support in word and life the school’s statement of faith, philosophy of education, mission, and policies.
	7. Demonstrate in your life the importance of personal integrity, Bible reading, and prayer.
2. Relationships
	1. Supervisor: Lyle Musser, Principal
	2. Co-workers: Other classroom teachers
	3. Responsible for: SMS students
3. Essential Job Functions
	1. Full-time teachers should expect to spend an average of 45 hours per week doing school responsibilities.
	2. Be present at school from 7:30 A.M. until 15 minutes after dismissal.
	3. Implement school policies.
	4. Work in harmony with those to whom responsible.
	5. Endeavor to maintain a well disciplined, godly school environment.
	6. Attend staff meetings, parent- teacher meetings and other school related activities as directed by the administrator.
	7. Willingness to spend the necessary time before and after school hours for proper preparation, grading, documenting, cleaning, bulletin board decoration, and any other item necessary to maintain a quality and attractive school.
	8. Participate in special activities such as chapel, all school parties, planning Christmas and Spring programs, Open houses, and Track and Field as directed.
	9. Plan educational field trips for your class if you are a homeroom teacher, or participate as a chaperone if not a homeroom teacher.
	10. It is desirable that you could lead your class in singing during Bible time, and use singing as a memorization and instructional tool. (very important for younger grades).
	11. Give direction to teacher’s aides, teacher apprentices, and classroom moms that have been assigned to you as helpers.
	12. Deal with minor discipline issues in the classroom.
4. Staff related responsibilities
	1. Lead out in faculty devotions as scheduled.
	2. Participate in all staff meetings. This includes one final staff meeting/ debriefing session that may be held after the school year is over.
	3. Participate in Teacher orientation before each school year as directed by the administrator.
5. Opportunities for personal development as a teacher
	1. Attend MACSA convention or other required staff training.
	2. Attendance at Faith Builders programs and events.
	3. Possible tuition assistance for summer term courses at Faith Builders.

**Note for teachers:** As a teacher at SMS you are given the opportunity to bless families through the education of their children. These children are “a gift of the LORD” and “like arrows in the hand of a warrior” (Psalm 127:3,4). These children are the future generation of pastors, teachers, missionaries, businessmen, fathers, and mothers. They will go places that you will never go. They will have opportunities that you have never had. To your delight they will grow in their effectiveness in the work of the kingdom and you can find joy in knowing that they were once an arrow in your hand, and they have now been sent out to serve according to the principles and character that you have instilled in them.