



Parkway Christian School

Job Title: MS/HS Classroom Teacher - English

Category: PCS Classroom

Reports to: Department Head; Dean of MS/HS; Head of School

Supervises: PCS Students

Qualifications:

- **Education:** Bachelor's Degree, Major in Subject Area, Teaching Certificate preferred
- **Spiritual: As a ministerial representative,** evidence of personal and active relationship with Jesus Christ is required. Specifically, builds relationships through prayer, actively seeking God's direction, reading God's word and applying it to daily life. Regular church attendance, actions, behavior and appearance representative of a conservative Christian both in and out of the school environment.
- **Essential Knowledge/Skills:**
SKILLS: Classroom Management, organization, time management, punctuality and interpersonal communication
Preferred skills include the following:
 - Microsoft Office Suite
 - Google Suite
 - Google Classroom
 - Apple OS and iOS
 - Web-based grading system
 - Web-based educational materials/resources**KNOWLEDGE:** Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone and email etiquette; concepts of grammar and punctuation; and mastery of specific content area and standards. Strong biblical foundation and understanding.
ABILITY: Passion for children and education, strong rapport with students and staff, high expectations for self and students, prepare lessons with differentiated ability levels, present clear daily objectives, engaging personality and teaching style, accept and apply constructive criticism, submit to authority, clear and effective communication with students, staff and parents
- **Experience:** Classroom experience preferred.

Job Goals:

God has commissioned Parkway Christian School to educate from a biblical perspective. With that understanding, Parkway teachers aim to train our students to be, "knowledgeable in all subjects, well-informed, intelligent, and able to serve in the king's palace." *Daniel 1:4*

Specific Responsibilities:

- **Planning and Preparation**
 - Content knowledge
 - Understanding Child development
 - Designing coherent lessons
 - Awareness of bias
 - Understanding and application of Biblical Worldview Integration as trained by administration
- **The classroom environment**
 - Establishing a culture of learning
 - Managing classroom procedures
 - Managing student behavior
 - Organizing physical space
- **Instruction**
 - Communicating with students
 - Using questioning to develop critical thinking skills
 - Using appropriate assessments
 - Demonstrating flexibility
 - Assessing for biblical alignment
- **Professional Responsibilities**
 - Reflecting on teaching
 - Record keeping (grades, attendance and standards)
 - Parental communication, as needed
 - Participation in the professional community
 - Continuing professional and spiritual growth

Miscellaneous Requirements:

- Mentor Group leader for either MS or HS depending on need
- Weekly MS or Bi-Weekly HS Staff meetings as specified by administration
- Monthly Departmental meetings
- Monthly School Improvement meetings
- Parent Conferences once yearly and as needed
- Daily prayer before school
- Attendance at 2 of the 3 All-School Prayer meetings
- As specified by administration, either:
 - Attendance at MS Mestival
 - Participation in MS Spirit Week/Spiritual Emphasis days
 - OR
 - Attendance at HS Retreat
 - Participation in HS Spirit Week activities