



## Teacher Duties, Responsibilities and Expectations Contract

It is the goal of LCCS to maintain unity as well as a level of excellence among teachers. A list of requirements each teacher is expected to carry out daily is clearly stated in order to meet those standards. Our goal is that each teacher will prayerfully help students learn Christ-like attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.

### Required personal qualities

*The teacher shall:*

1. Have received Jesus Christ as his/her personal Savior.
2. Believe that the Bible is God's Word and the standard for faith and daily living.
3. Be a Christ-like role model in attitude, speech and actions toward others in their private and professional life.
4. Committed to a local Bible-believing church (regular attendance, involvement)
5. Show by example the importance of Scripture study and memorization, prayer, witnessing and unity in the Body of Christ.
6. Have the spiritual maturity (able to exercise discernment between truth vs. error, essential vs. non-essentials, conformity vs. liberty, objective vs. subjective truth, and have a consistent devotional life), academic ability, and personal leadership qualities to "train up a child in the way he should go."
7. Clear understanding of and ability to communicate the Gospel
8. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
9. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
10. Meet everyday stress with emotional stability, objectivity, and optimism.
11. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy.
12. Respectfully submit and be loyal to constituted authority.
13. Notify other teachers/board members of any policy he/she is unable to support.
14. Refuse to use or circulate confidential information inappropriately.
15. Refrain from use of drugs/tobacco/alcohol on school grounds or school related functions.

## Essential Functions

*The teacher shall:*

1. Reflect the purpose of the school which is to honor Christ in every class and in every activity.
2. Lead students to a realization of their self-worth in Christ.
3. Cooperate with the Board and teachers in implementing all policies, procedures, and directives governing the operation of the school.
4. Teach classes as assigned following prescribed scope and sequence as outlined by A-Beka Book.
5. Teach an approved Bible curriculum and monthly scripture memorization.
6. Integrate Biblical principles and the Christian philosophy of education throughout the curriculum and activities.
7. Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
8. Keep proper discipline in the classroom and on the school premises for a good learning environment.
9. Corporal punishment is not allowed at LCCS.
10. Maintain a clean, attractive, well-ordered classroom that is conducive to learning and development.
11. Plan broadly through the use of quarterly and weekly plans and objectives, and more currently through the use of a lesson plan book.
12. Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
13. Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media.
14. Use reasonable homework effectively for drill, review, enrichment or project work.
15. Assess the learning of students on a regular basis and provide progress reports as required at the end of each marked quarter using JupiterGrades.
16. Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
17. Keep students, parents, and the administration adequately informed of progress of deficiencies and give sufficient notice of failure.
18. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
19. Develop and maintain rapport with students, parents and staff by treating others with friendliness, dignity, and consideration.
20. Follow the Matthew 18 principle in dealing with students, parents, and staff.  
(Matthew 18:15-20)
21. Seek the counsel of the administrator, colleagues, and parents while maintaining a teachable attitude.

22. Attend and participate in scheduled in-service, committee, teacher, board and Parent-Teacher (PTO) meetings.
23. Inform the administration in a timely manner if unable to fulfill any duty assigned.
24. Prepare adequate information and materials for a substitute teacher.
25. Provide for the safety and well being of the students by recognizing potential dangers and by giving very close personal supervision.
26. Supervise extracurricular activities, organizations and outings as assigned.

## **Physical Requirements to Fulfill Essential Job Functions**

### **1. Site**

- a. Teachers are required to take their students to the playground and supervise them during outside recess unless other arrangements have been made ahead of time with another adult/teacher. Teachers must accompany students, control them until reaching the playground, and remain with the students on the playground.

### **2. Building**

- a. Teachers must be able to accompany students in the hallways or in other places in the building as they move from one location to another location. Our campus has multiple buildings. Teachers must be able to escort students from one building to another when necessary.
- b. All outside doors to the building (annex, portable, and main church) are to remain locked during school hours.

### **3. Classroom**

- a. *Height of chalkboards and bulletin boards:* Elementary teachers must be able to write on the whiteboards and prepare bulletin boards between 4-7 feet in height so that students, particularly in the back of the room, can see the necessary information.
- b. *Able to see and interact with students:* Teachers in the school must have sufficient vision to allow for active supervision and interaction with students.
- c. Handle multiple tasks with energy and good organizational skills.

### **4. Teaching**

- a. *Able to demonstrate lesson concepts using chalkboards, media, hands on materials:* Teachers must be able to physically write on the whiteboard to demonstrate lesson concepts and provide educational information to students. Frequently, teachers must use hands-on materials to demonstrate concepts. A teacher must be physically able to manipulate objects necessary for educational leading demonstrations.
- b. *Able to communicate by speaking articulately:* Teachers must be able to communicate to their students by means of both spoken and written language. Therefore an essential job requirement is to be able to both physically speak and physically write fluent English in an understandable manner appropriate for

learning to occur. A student must be able to understand the teacher's verbal instructions at all times.

- c. *Communicate data (attendance, student assessment, report cards, etc).*: Teachers are required to prepare evaluation reports, fill in records, and on numerous occasions, communicate with parents in writing.
- d. All new teachers shall participate in our school mentoring program for the first year teaching.

## 5. Emergencies

- a. *Can summon help*: A teacher must be able to quickly summon help when an emergency arises either in the classroom, hallways, or on the playground.
- b. *Can apply emergency first aid*: Teachers may be required to render minimal first aid to students who may be injured while in the classroom, gymnasium, or on the playground.

## 6. Attendance

- a. Teachers are required to be present every morning 25 minutes before class begins. All teachers are required to attend Monday morning teacher/board meetings and other special functions after school, and occasionally for meetings or other functions in the evening. In the case a classroom is shared by 2 part time teachers, one teacher should be represented at Monday morning meetings.
- b. In the event a teacher is unable to attend class, it is the sole responsibility of that teacher to contact a substitute for that day. Clear communication and lesson plans must be given to the substitute in charge.

## 7. Janitorial Duties

- a. The Community Log Church does not provide janitorial services for the school. We are graciously and without cost given the building to use for school function. It is the responsibility of the teachers to maintain order and cleanliness in the building and individual classrooms. Daily cleaning duties are required of each teacher to help keep the church presentable for other community and church functions. Church hallways, restrooms, playground, lunchroom, and foyer should be maintained daily.

**As a teacher of Log Church Christian School, I have read and agree to carry out all responsibilities and duties outlined above in the “*Teacher Duties, Responsibilities and Expectations Contract*.” I will strive to uphold these qualities and responsibilities daily, glorifying the Lord Jesus Christ in all I do. If I am unable to uphold these expectations and responsibilities, and reasonable notice and warnings have been given, by vote of the board, I will be let go of my position at Log Church Christian School.**

---

Signed

---

Printed

---

Date

