



Providence Christian School of Texas

Position Title	Early Learners Classroom Teacher
Reports To	Head of Lower School
Work Hours	7:30 a.m.-12:30 p.m. Wednesday and Friday
Work Calendar	School Year
Vacation Designation	Teacher

Position Summary: The hallmarks of the teaching environment at Providence Christian School are excellence in academics inspired by a challenging classical curriculum with a biblical world-view; an uncluttered, disciplined atmosphere that focuses on high standards of behavior and Christian character; and a partnership with supportive and involved parents.

Qualifications

- Bachelor or Master's degree with a major in elementary or secondary education preferred.
- Previous experience teaching designated subject.
- Experience teaching in a Christian school.
- Ability to use basic office equipment and computer programs such as Word, Excel, and so forth.

Essential Functions

- Participates in the development and maintenance of a vertically aligned curriculum with colleagues.
- Works with department and division to ensure consistently high standards within the instructional program; provides division head with a copy of the weekly lesson plan.
- Documents classroom instruction with performance standards and level of mastery required by students.
- Follows policies and procedures concerning grading system, record keeping, and communication with parents.
- Informs parents of their child's progress as well as the preparation of progress reports, parent in-person or telephone conferences, narrative comments, and report cards according to the schedule set by the division head.
- Maintains accurate records and notifies the division office of all tardies and absences, serious accidents or health concerns, and any concerns for students' physical or mental safety.
- Arrives at school on time, properly attired, and well-prepared for the instructional day.
- Performs all carpool, playtime, and other duties as assigned.
- Represents the school at various school events. (Grandparents' Day, Graduation, etc.)
- Provides adequate supervision of students at all times in accordance with teacher guidelines.
- Attends professional development opportunities and reads assigned materials.
- Attends division, alignment, and department meetings.
- Supports the Student Handbook.
- Demonstrates a willingness to work as part of a team by being service-oriented, flexible, and reliable when helping co-workers accomplish their jobs/tasks at hand.
- Attends required school meetings and special events, and follows school rules and policies.
- Fulfills all qualified duties and responsibilities assigned.

Qualifications

- Bachelor or Master's degree with a major in elementary or secondary education preferred.
- Previous experience teaching designated subject, or extensive professional experience in the designated subject matter.
- Experience teaching in a Christian school.
- Ability to use basic office equipment and computer programs such as Word, Excel, and so forth.

Physical Requirements and Work Environment

- Work in an environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.
- Regularly use near and distance vision.
- Ability to walk quickly and/or run in case of emergency.
- May work in varied outside weather conditions during carpool and special activities and events.