

Teacher

Principal Function

The teacher is responsible to the Church, supervised by the minister of education for assisting church educational programs. This involves assisting church program leaders in planning, conducting and evaluating a comprehensive ministry of church education in support of the mission and objectives of the church.

Responsibilities

1. Advise in the use of program materials, equipment, supplies, and space by school students and evaluating a comprehensive program of Christian education.
2. Serve as educational resource person to the students of church program and service organizations.
3. Work within the church process to educate students and provide needed services as directed by the minister of education.
4. Employ special educational and training projects for various age groups within the congregation.
5. Be aware of the educational and curriculum materials available and advise the church to choose the most suitable.
6. Support the annual education budget.
7. Support church staff members as assigned, such as age group directors, recreation leaders, and other programs.
8. Keep informed on methods, materials, principals and procedures as related to the education program.
9. Supervise classroom as directed.
10. Plan, assign and evaluate lessons.
11. Prepare, administer and grade tests and check for cheating.
12. Tutoring, answer flags and quizzing students.
13. Monitor student's goals and progress.
14. Listen to oral recitation.
15. Maintain classroom discipline.
16. Observe and evaluate student's performance.
17. Prepare report cards.
18. Keep updated and accurate records of student's academics.
19. Fill out student's weekly evaluation forms.
20. Perform other duties as assigner by the minister of education.

Directly or through delegation maintain adequate records on the administration and fiscal operation of the agency.

Each staff member shall conduct himself or herself in a manner that will teach by example the Christian way of life.