Ministry Description: Classroom Teacher

Requirements

- Must have accepted Jesus Christ as your personal Lord and Savior and committed to serve Him faithfully
- Must be in full agreement with and actively support the mission and vision of AICM
- Must agree with AICM Statement of Faith
- Must be an active member of a local church body with similar beliefs as AICM and the Restoration Movement.
- Must maintain an active personal and corporate relationship with the Lord.
- Must pass a fingerprint background screening

Minimum Qualifications

- Bachelor's degree in the area that you are applying for or work experience in that field. (preferably in education)
- At least 21 years of age

Desired

- Any teaching related certificates
- Have or be willing to obtain certification through the Association of Christian Schools International
- Two- or three-year's classroom experience (can be full time, student teaching or substituting)
- Experience working in a cross-cultural environment and with at-risk youth

Objective

- To provide a quality education for the students of the American Indian Christian Mission school, and bring glory and honor to God

Supervision

- Responsible to the Principal.

Evaluation

- Will be evaluated every 6 months during the first year and then at the end of every school year after that.

Duties and Responsibilities

- Teach subjects and classes as assigned using curriculum as provided and maintaining clear, concise lesson plans.
- Create and maintain a substitute folder
- Attend teacher's meetings, staff meetings, training, and other programs as assigned
- Provide tutorial sessions as needed by the students.
- Maintain accurate student records such as attendance and grades.
- Report grades and attendance daily online.
- Maintain proper classroom discipline, taking care of minor problems personally and refer major problems to the principal.
- Hold conferences with parents of students (four times a year).

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- Administer achievement tests.
- Be responsible for year-end classroom cleaning and inventory reporting.
- Follow and enforce all policies in the staff, teacher and student handbooks.
- Turn in maintenance requests for any needed classroom or building repairs.
- Coordinate with the principal in regard to any behavioral or academic concerns.
- Accept any additional responsibility assigned that is necessary for the successful operation of AICM.
- Maintain a clean and orderly classroom environment.

Schedule

- Workday begins at 7:30 am and ends at 3:30pm or as determined by the principal. Teachers will report to school for orientation activities at least as week prior to school beginning and responsibilities will end at 3:30pm on the Friday of the week that school ends. Teachers are to schedule time off and vacations during non-school days and over the summer months.

Compensation

- AICM provides housing, retirement, health care, sick time, breakfast and lunch during school days, and a salary based upon experience. Salary is based on ten months of work.