



Sunnyvale Christian School

Competence, Compassion, Creativity and Collaboration

GENERAL DESCRIPTION: Elementary Support Teacher Job Description

SCS Mission: Our mission is to lead students and their families to Jesus Christ by providing quality Christian education. SCS will assist students toward a balance of personal commitment to Jesus Christ, intellectual competence, and healthy personal development.

SCS Teaching Philosophy: We believe the parents are the primary educators of their children and our job is to come along side of the parents in the instruction of their children. We will provide a safe, structured learning environment for students to receive a top quality Christian education that consistently maintains a competitive edge over the public school system. Students will be equipped to excel in other private Christian school environments as they continue their academic careers.

Goal: The support teacher will help to develop graduates who become Christ honoring, confident, responsible, and community service oriented. This is done by the teacher prayerfully helping students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.

Overview: The support teacher shall be a born-again Christian who feels called of God to work with children. The support teacher shall be a person with spiritual and emotional maturity engaging in modeling collaboration, compassion, competence, and creativity. The teacher shall agree with the Core Values of Sunnyvale Christian School. (See last page)

Contracted by: Elementary staff is contracted by the Principal of the school.

Responsible to: Elementary staff is responsible to the Principal of the school.

Supervises: The job may supervise aides, volunteers, and students.

Evaluation: Elementary staff is evaluated by the Principal of the school. Standards of performance are established through the job description. Details are found in the Employee Handbook.

Type of Position: Exempt Salaried

EDUCATIONAL QUALIFICATIONS

An Elementary Support Teacher shall be a college graduate, or currently pursuing a degree and/or teaching credential.



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PHYSICAL QUALIFICATIONS

Every teacher must be able to fulfill the requirements of the job as defined in this job description. Standing and sitting may be alternated at the discretion of the employee. The support teacher must be able to accompany children to and from the classrooms. Every support teacher must successfully comply with state regulations:

- *TB test
- *Health screening report
- *Finger printing

REQUIRED PERSONAL QUALITIES

1. Have received Jesus Christ as his/her personal Savior.
2. Believe that the Bible is God's Word and standard for faith and daily living.
3. Be in whole-hearted agreement with the school's Statement of Faith and teaching philosophy of the school.
4. Be a **Christian role model** in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for sexual conduct. Luke 6:40.
5. Be a regular attending member in good standing at a local Christian church in the local community.
6. Show by example the importance of Scripture study, prayer, and unity in the Body of Christ.
7. Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."

ADDITIONAL PERSONAL QUALITIES

1. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
2. Demonstrate the fruit of the Spirit and the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
3. Meet everyday stress with emotional stability, objectivity, and optimism.
4. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and agreement with school policy.
5. Use acceptable English in written and oral communication. Speak with clear articulation.
6. Respectfully submit and be loyal to constituted authority.
7. Shall notify the administration of any policy he/she is unable to support.
8. Refuse to use or circulate confidential information inappropriately.
9. Place his/her teaching ministry ahead of other jobs or volunteer activities.
10. Make an effort to appreciate and understand the uniqueness of the community.



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JOB DESCRIPTION - Essential Functions

1. Cooperate with the STEM focus of the school in implementing all policies, procedures, and directives governing the operation of the school.
2. Plan and work cooperatively with other staff members with a positive attitude toward Sunnyvale Christian School and its leadership. Discuss concerns privately with appropriate supervisor in a direct, calm manner, provide solutions where possible
3. Teach classes as assigned following prescribed scope and sequence as scheduled by the administration.
4. Integrate biblical principles and the Christian philosophy of education throughout the curriculum and activities.
5. Clearly communicate classroom rules and consistently enforce them. Keep proper discipline in the classroom and on the school premises for a good learning environment.
6. Treat behavior problems individually and privately discuss them with the student.
7. Maintain a clean, attractive, well-ordered classroom, displaying student projects throughout the three trimesters.
8. Plan broadly, focusing on 21st century learning, aligning with grade appropriate standard based reporting.
9. Prepare electronic lesson plans and all materials for the week prior to the start of the work day on Monday. Maintain your class web pages for easy parental volunteers and current weekly emphasis.
13. Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, always challenging.
14. Utilize valid teaching techniques to achieve assessment goals within the framework of the school's philosophy.
15. Participate actively with children, by encouraging and assisting each children. Accept, respect, and utilize the students ideas. Listen to children attentively, engage in meaningful verbal interaction, and are alert to non-verbal cues.
16. Foster group awareness in the classroom, a feeling of belonging and mutual love and respect.
17. 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.



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18. Plan through approved channels the balanced classroom use of field trips, guest speakers, technology, and other media.
19. Limit homework to classwork not completed in school day, daily reading, practice with spelling lists and bible memorization.
20. Assess the learning of students on a regular basis and provide progress reports as required.
21. Maintain regular and accurate attendance and ensure proper oversight of students you supervise.
22. Keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.
23. Speak with parents regularly and always provide necessary information such as upcoming field trips, discipline, etc.
24. As prescribed by the administration, maintain a classroom Web Page.
25. 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.
26. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
27. Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration. In the spirit of reconciliation, conflicts shall be brought directly to the person with whom the teacher has a problem. This will be done to seek Christian unity and will be done one on one, in a calm and problem-solving fashion. If resolution is not reached, the teacher will talk with his/her immediate supervisor.
28. Seek the counsel of the administrator, colleagues, and parents while maintaining a teachable attitude.
29. Be on time to all assigned places of duty. Attend and participate in scheduled devotional, in-service, retreats, committee, faculty, and Parent Teacher Partnership events and meetings.
30. Know the procedures for dealing with issues of an emergency nature. Able to quickly summon help when an emergency arises either in the classroom, gymnasium, or on the playground.
31. Apply appropriate emergency first aid to students who may be injured while in the classroom, gymnasium, or on the playground. Fill out the appropriate incident and ouch report.
32. Inform the administration in a timely manner if unable to fulfill any duty assigned.



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Core Values

1. **We value Jesus Christ:** He is God manifest as a human being. He was born of a virgin, lived a sinless life, died for our sins, and rose bodily from the grave. He is coming again in power and Glory. We seek to follow Jesus in all we say and do. School leadership will pray about decisions and seek unity, listening to the voice of Christ.
2. **We value people:** All people are created in the image and likeness of God and are to be treated with respect. We affirm the blessings of our multicultural world, and welcome children from every race, nationality, and culture into our school.
3. **We value truth:** The Bible is the Word of God and we trust it as the final, infallible Authority on all matters of faith and life.
4. **We value life in Christ:** In our desire to be whole people, every person needs forgiveness of sins and assurance of eternal life. We affirm that these blessings are found only through faith in Jesus Christ.
5. **We value Christian unity:** Because all true believers are one in Christ, denominational distinctions are not taught at Sunnyvale Christian School.
6. **We value Christian education:** Because God has given parents responsibility for the nurturing and training of their children, we believe in education in cooperation with the Christian community.

JOB DESCRIPTION - Supplemental Functions

The support teacher shall:

1. Supervise extracurricular activities, organizations, and outings as assigned.
2. Participate, lead and develop educational opportunities and evaluation processes within your area of expertise.
3. Provide input and constructive recommendations for specific grade level implementation regarding your expertise and when applicable to PBL, SEL, and STEM.
4. Support the broader program of the school by attending extracurricular activities as deemed by administration.
5. Perform other duties that may be assigned by the administration.



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Statement of Faith

We Believe:

1. The Bible is our primary authority (2 Timothy 3:15, 16). SCS will be a school that studies, teaches and seeks to obey the Bible. We will honor the Bible as God's Word and trust it as the final infallible authority on all matters of faith and practice.
2. There is one God, eternally existent in three persons (Father, Son, and Holy Spirit), the Trinity. "Therefore go and make disciples in all nations, baptizing them into the name of the Father and of the Son and of the Holy Spirit." (Matthew 28:19)
3. In the deity of our Lord Jesus Christ. He is to be honored as head of the church (Colossians 1:18). We will seek to follow Jesus in all we do. School leadership will pray about all decisions and seek unity, listening for the voice of Christ.
4. All people are created in the image and likeness of God and are to be treated with respect (Genesis 1:27). We affirm the blessings of our multicultural world, and welcome people from every race, nationality, language group and culture into our school.
5. The Triune God (Father, Son and Holy Spirit) is to be praised. We know that God is seeking people to worship Him in Spirit and in truth, and will strive to promote Spirit led worship (chapel), held every Thursday, with sincerity and passion (John 4:23). Each class is responsible for leading chapel at least once during the school year.
6. Prayer is to be our lifeline to God (Philippians. 4:6). We will strive to be a praying school, living in relationship with God and seeking to hear his voice. We will praise, thank God, and seek His provisions for all our needs.
7. We are to love each other, live in forgiveness, seek healing and personal growth (1 Peter 4:8). When we have wronged others, we will confess our sin and seek forgiveness. Whenever we feel wronged, we will care enough to confront each other in love, and take the proper steps (Matthew 18: 15-17).
8. In the works of Jesus, he is our example (John 14:12). Jesus proclaimed and demonstrated the Kingdom of God. In his name we will pray for the sick, preach the gospel of the Kingdom, deliver the oppressed from demons and bring comfort to the downtrodden. We will do these things trusting in God, relying on the power of the Spirit and in the name and authority of Jesus.
9. In the value of missionary work. We will prioritize helping people to get into a right relationship with God (Matthew 28:19). Honoring God by making disciples of Jesus Christ is the purpose of the school. SCS will strive to reach the lost in all the world by helping locally, nationally, and globally. Students take an active roll in donating items for those less fortunate, raising money for missionary work, and talking to others about Jesus Christ (Matthew 25:35-40).
10. Every believer is to be a minister of Jesus Christ. We practice the truth that every Christian is called to service in and through the church by encouraging every student to discover their spiritual gifts and find their place in life (1 Peter 4:10; 1 Corinthians 7:7; 12:4-11).



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Lifestyle Statement

Sunnyvale Christian School is a religious, non-profit organization representing Jesus Christ throughout the evangelical community worldwide.

Sunnyvale Christian School requires its employees to be dedicated followers of Jesus Christ, born-again (1 Tim. 4:12), living their lives as Christian role models (Rom 10:9-10; Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, business conduct and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

The **Sunnyvale Christian School** Statement of Faith expects employees to maintain a lifestyle based on biblical standard of moral conduct. Moral misconduct, which violates the bonafide occupational qualification for employees to be Christian role models, includes, but is not limited to, sexual promiscuity, homosexual behavior, cheating, lying, gossip, and unforgiveness (Ex 20:14; Lev 18:7-23; 20:10-21; Deut 5:18; Matt 5:27-28, 15:19; Rom 1:21-27).

Sunnyvale Christian School believes that the term 'marriage' has only one meaning; the uniting of one man and one woman in a single, exclusive covenant union, as delineated in Scripture, (Gen 2:18-25) and that God intends sexual intimacy to occur only between a man and a woman who are married to each other and God has commanded that no intimate sexual activity is engaged in outside of marriage between a man and a woman (Gen 1:27-28; 2:21-24; Matt 19:4-9; Mark 10:5-9; Eph 5:22-33).

To preserve **Sunnyvale Christian School's** function and integrity its employees must be born-again Christians, living their lives as Christian role models (Rom 10:9-10; I Tim 4:12) maintaining a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of SCS that each employee will have a lifestyle where "... Jesus might have the supremacy" (Colossians 1:18).

I, _____

declare that I understand and agree with the SCS Statement of Faith, and I further agree to live by the SCS Lifestyle Statement during my employment at SCS.



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DECLARATION OF MORAL INTEGRITY

Our School expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students.

As an applicant for a ministry position as an employee or as a volunteer at this school,

I, _____

recognize, understand, and agree to live by the Christian moral standards of this school.

I declare that during the past year I have not engaged in, and at the current time I am not engaging in, and promise that I will not during the term of my employment or volunteering, engage in inappropriate conduct. Inappropriate conduct includes, but is not limited to, such behaviors: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex); homosexual activity; sexual harassment; use or viewing of pornographic material or websites; sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this Christian School.

Applicant's signature

Date

Administrator's signature (*after discussion with applicant*)