

Cookson Hills Secondary Teacher Job Description

Job Title: Secondary Teacher

Department: Educational Services

Reports To: Director of Educational Services

FLSA Status: Exempt, Salaried Position

Job Description Summary: “Secondary Teacher” is a full-time role for a highly motivated, mission-minded, certified educator. Cookson Hills Christian School operates year round with a balanced school calendar and is a vital part of the overall ministry of Cookson Hills. All Cookson Hills teachers work together as a team whose goal is to educate students academically, spiritually, and socially in a trauma-informed environment. The ideal candidate will work alongside houseparents, social workers, and other team members to ensure Cookson Hills is providing the holistic opportunity each student needs for a well-rounded future.

Minimum Qualifications: The qualifications listed below are required in order for an applicant to be considered for the role of Secondary Teacher.

Education and/or Experience: Bachelor’s degree in Education, or subject matter field, from a four-year college or university; along with ACSI teacher certification in subject area, or must have the ability to obtain ACSI certification within 1 year of employment.

Faith Beliefs: Demonstrate Christian faith and practice, agreeing with and abiding by the Cookson Hills Statement of Faith and Lifestyle Agreement provided on the employment application.

Computer Skills: Knowledge of, or ability and willingness to learn, internet software, specifically the Google Apps suite including Docs, Sheets, and Calendar, etc. Ability to utilize email as a reliable form of communication. Eager to learn and utilize new technology to enhance student learning, including, but not limited to, Smartboards, GradeLink software, computer labs, etc.

Work Environment: The work environment is representative of what a teacher typically encounters while performing the essential functions of this job; i.e. secondary classroom environment, and various locations for meeting and interacting with co-workers and students (school settings, outdoor settings, etc.).

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and other duties as assigned. Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential functions.

Classroom Teaching: The secondary teacher will plan, prepare, and deliver instructional activities that facilitate active learning experiences for all students. S/He will develop daily lesson plans and communicate clear learning objectives. The secondary classroom may consist of students ranging from 6th-12th grade, depending on content area. At

Cookson Hills, Middle School is defined as 6th-8th grade and High School is defined as 9th-12th grade.

Student Evaluation: The secondary teacher will observe and evaluate each student's performance and development and provide feedback to students and parents. S/He will monitor and encourage the progress of individual students.

Classroom Management: The secondary teacher will manage student behavior in the classroom by establishing and enforcing rules and procedures aligned with school and ministry policy. S/He will maintain discipline in accordance with the rules and disciplinary procedures of the school.

Student Support: The secondary teacher will provide student support, counsel students with academic problems, and provide student encouragement.

Academic Excellence: The secondary teacher will participate in professional development, serve on school committees as needed, conduct curriculum mapping and planning, and support team members.

Year-Round Availability: To create our trauma-informed environment and to support the overall ministry of Cookson Hills, all Cookson Hills school staff work on a 12-month basis. Each school year begins in July, and consists of six, 6-week terms, separated by 2-week student breaks. The 2-week breaks allow time for teachers to tutor students individually, plan and prepare for the next term, or utilize paid vacation time. Each school year is separated by a 5-week summer break, during which teachers supervise summer recreational student activities, prepare for the next school year, or may utilize paid vacation time.

Competencies: These competencies, characteristics and aptitudes are representative of the knowledge, skill, and/or ability required to perform this job.

Adaptability: Demonstrates flexibility in the work environment; Manages competing demands and has tolerance for stress; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality: Is consistently at work and on time; Meets and honors commitments, uses time efficiently.

Dependability: Self-motivated and completes tasks on time or notifies others with an alternate plan.

Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and high standards; Upholds organizational values.

Initiative: Volunteers readily; Undertakes self-development activities; Asks for and offers help when needed.

Interpersonal Skills: Connects with others using empathy and active listening rather than judgement; Manages conflict and de-escalates crisis moments; Uses a team-oriented approach to problem-solving; Regulates own emotions well; Maintains confidentiality; Growth-minded and teachable; Looks for strengths in others and uses frequent positive speech; Ability to be fair, discerning, and honest in all relationships.

Language Skills: Demonstrates good verbal and written communication skills, with the ability to write clearly, concisely and informatively; Ability to effectively present information in one-on-one, small group, and large group situations.

Organizational Skills: Ability to organize and plan in a timely manner, with high attention to detail.

Organizational Support: Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Physical Demands: Has high energy levels and will be regularly required to walk, talk, hear, lift and/or move up to 15 pounds; Utilizes vision capabilities for computer usage and paperwork.

Problem Solving: Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Professionalism: Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Reasoning Ability: Ability to apply common sense understanding to carry out responsibilities; Ability to assess issues, apply critical thinking skills, and provide rational solutions to problems.

Teamwork: Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.

Benefits of Secondary Teacher Employment: In addition to rewarding service and fulfilling ministry opportunities, Cookson Hills provides employees with a competitive compensation package.

Cash Compensation: Salary paid on a monthly basis.

Optional for Secondary Teacher Role On-Campus Housing/Utilities: Employees contribute toward the cost of housing/utilities at a fraction of the value of the benefit. Details provided in compensation offer overview.

Paid Sick Leave: Awarded upon 6-month anniversary of hire date, and each 1-year anniversary thereafter, at a rate described in employee policy manual.

Paid Personal Time Off: Awarded upon 6-month anniversary of hire date, and each 1-year anniversary thereafter, at a rate described in employee policy manual.

Paid Holidays: Teachers are paid for 10 holidays throughout the calendar year, as described in employee policy manual.

Health, Dental, Vision Insurance: Employees contribute to the monthly premiums for this coverage.

Retirement Savings Incentive: Available upon 1-year anniversary of hire date, at a rate described in employee policy manual.

Private Christian School Tuition: 100% tuition scholarship provided for staff children in K-12th grades.