

**Crosspoint Christian School**  
**Position Description**

**Job Title:** Classroom Teacher  
**Department:** Academics  
**Reports to:** Head Administrator  
**FLSA Status:** Exempt; Salaried

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**Position Summary**

The teacher at Crosspoint Christian School is a Christian role model, preparing students for meaningful lives by contributing to their educational, spiritual, and social development.

**General Job Qualifications**

Physical ability to adhere to safety regulations. Willingness to adhere to Crosspoint Christian School policies. Teacher certified or ability to become certified in area of assignments.

**Evaluation**

Performance of this job will be evaluated at scheduled intervals during the 170-day probationary period and annually thereafter.

**Specific Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Essential Duties and Responsibilities**

- Make weekly lesson plans will be available for review by the Head Administrator that include each day's educational objectives and assignments. Adequate details should be provided in lesson plans for a substitute teacher to smoothly function when needed.
- Supervise duties before school as assigned and after school every day.
- Complete paperwork and electronic documentation in a timely manner:
  - Assignments and grades into FACTS
  - Records of attendance
  - Test scores
  - Reports cards (4 times per year)
  - Permanent files at the end of the year
  - Inventories of classroom equipment, supplies and books.
  - Other paperwork as assigned.
- Maintain building and classroom:
  - Be responsible for daily and end-of-year cleaning of classroom area.
  - Assist in overall cleanliness of facility.
  - Promptly report repair needs to administration.
- Plan parties at designated holidays.
- Maintain proper classroom discipline, take care of minor problems personally and refer major problems to the school principal.
- Be available to any parent or student who wishes to have conference before or after school.
- Hold conferences with parents of each student at least once per year.
- Supervise extra-curricular activities, organizations, outings as assigned.

- Fulfill homeroom duties as assigned.
  - Complete the Christian philosophy of education in-service program within the first two years of teaching.
  - Participate in professional development opportunities.
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## **Competencies**

*To perform the job successfully, an individual should demonstrate the following competencies:*

### **Public Relations Competencies**

Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and general public.

### **Interpersonal Skills Competencies**

Focus on solving conflict, not blaming; maintain confidentiality; listen to others without interrupting; keep emotions under control; remain open to others' ideas and try new things.

### **Communication Competencies**

Speak clearly and persuasively in positive or negative situations; listens and get clarification; respond well to questions; participate in meetings; write clearly and informatively; edit work for spelling and grammar; able to read and interpret written information.

### **Teamwork and Organizational Support Competencies**

Balance team and individual responsibilities; give and welcome feedback; contribute to building a positive team spirit; support everyone's efforts to succeed; volunteer readily; ask for and offer help when needed; follow policies and procedures; complete administrative tasks correctly and on time; support organization's goals and values; prioritize and plan work activities; attend scheduled staff meetings; use time efficiently.

### **Faith and Ethics Competencies**

Keep commitments; inspire the trust of others; work with integrity and ethically; uphold organizational values; promote a harassment-free environment; regularly attend church; demonstrate Christ-like character; seek out opportunities to minister to others.

### **Professionalism Competencies**

Approach others in a tactful manner; react well under pressure; treat others with respect and consideration regardless of their status or position; follow through on commitments; manage competing demands; change approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

### **Quality Competencies**

Demonstrate accuracy and thoroughness; look for ways to improve and promote quality; apply feedback to improve performance; monitor own work to ensure quality.

### **Safety and Security Competencies**

Observe safety and security procedures; determine appropriate action beyond guidelines; report potentially unsafe conditions; Use equipment and materials properly.

### **Attendance/Punctuality/Dependability**

Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time; follows instructions, responds to management direction; takes responsibility for own actions; completes tasks on time or notifies appropriate person with an alternate plan.

**Physical Demands and Work Environment**

**PHYSICAL REQUIREMENTS OF JOB**

<b>LIFTING</b>					
<b>Pounds</b>	<b>Never</b>	<b>Seldom 1-5%</b>	<b>Occasionally 6-33%</b>	<b>Frequently 34-66%</b>	<b>Continuously 67-100%</b>
1-10 lbs				x	
11-20 lbs			x		
21-50 lbs		x			
51-75 lbs	x				
76-100 lbs	x				
>100 lbs	x				
Maximum amount lifted by worker without assistance: 30 lbs .					
<b>CARRYING</b>					
<b>Pounds</b>	<b>Never</b>	<b>Seldom 1-5%</b>	<b>Occasionally 6-33%</b>	<b>Frequently 34-66%</b>	<b>Continuously 67-100%</b>
1-10 lbs			x		
11-20 lbs		x			
21-50 lbs	x				
51-75 lbs	x				
76-100 lbs	x				
>100 lbs					
Maximum amount carried by worker without assistance: 20 lbs.					
<b>PUSHING/PULLING FORCE TO BE EXERTED</b>					
<b>Pounds</b>	<b>Never</b>	<b>Seldom 1-5%</b>	<b>Occasionally 6-33%</b>	<b>Frequently 34-66%</b>	<b>Continuously 67-100%</b>
1-10 lbs				x	
11-20 lbs				x	
21-50 lbs			x		
51-75 lbs		x			
76-100 lbs	x				
>100 lbs	x				
Maximum weight of object pushed/pulled by worker: 70 lbs .					
Distance: 20 feet Type of Surface: level tile or vinyl					
<b>ENVIRONMENT (WORK CONDITIONS)</b>					
Works inside 95 % of time.			Works outside 5% of time.		
Temperature Extremes: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			Works on or around moving machinery or mechanical parts: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>OTHER PHYSICAL DEMANDS</b>					
<b>Activity</b>	<b>Never</b>	<b>Seldom 1-5%</b>	<b>Occasionally 6-33%</b>	<b>Frequently 34-66%</b>	<b>Continuously 67-100%</b>
Bend/Stoop			x		
Twist			x		
Crouch/Squat			x		
Kneel			x		
Crawl			x		
Walk-level surface				x	
Walk-uneven surface			x		
Climb Steps				x	
Climb Ladder		x			
Work at Heights	x				

Reach at or above shoulder			x		
Reach below shoulder			x		
Use of Arms				x	
Use of Wrists				x	
Use of Hands				x	
Grasping/Squeezing			x		
Operate Foot controls		x			
<b>ENDURANCE</b>					
<b>Activity</b>	<b>Never</b>	<b>Seldom 1-5%</b>	<b>Occasionally 6-33%</b>	<b>Frequently 34-66%</b>	<b>Continuously 67-100%</b>
Sitting				x	
Standing				x	
Walking				x	
Change positions				x	

**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise of guarantee of any specific terms or conditions of employment. The school may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable.