

# SFC Job Description 2025

**Job Title:** Middle School Teacher

**Location:** Santa Fe Christian School – Santa Fe, NM

**Job Summary:** Provides instruction to students using Biblical principles and a Christian worldview.

**Reports to:** The principal directly and indirectly to all authorities to whom the principal is subject.

**Supervises:** Assigned students as well as other students and volunteers, when applicable.

## **Goals:**

Carry out the duties and responsibilities of leading his / her classroom to the glory of God and thus to the ultimate benefit of the school's entire program.

Plan, coordinate, and supervise lesson plans toward the pursuit of the school's mission and vision.

Ensure that the school's Christian philosophy of education is fulfilled and has a positive impact on the educational and spiritual welfare of each child.

## **Models Christian virtues in attitude, speech, and action:**

1. Exhibits the fruit of the Spirit (Gal. 5:22, 23)
2. Models and cultivates habits of prayer, faith, and encouragement in self and others
3. Participates and contributes to staff devotional and prayer
4. Commits and contributes to a local church
5. Possesses a solid and growing knowledge of the Scripture and Christianity
6. Disciples students toward spiritual growth and maturity
7. Maintains good health and physical endurance to fulfill job duties
8. Maintains good attendance

## **Classroom Management:**

1. Maintains a physical classroom environment that is conducive to teaching and learning
2. Maintains a warm and inviting classroom
3. Maintains a clean, safe, and orderly classroom
4. Updates displays regularly, showing students' work or instructional materials
5. Ensures classroom set up and furniture arrangement facilitates--not hinders--instruction
6. Facilitates positive, productive interactions in the classroom
7. Demonstrates genuine care and respect for students
8. Cultivates an environment of respect between students and teachers
9. Ensures students are polite, respectful, and encouraging to one another
10. Ensures students consistently perform at a high level
11. Ensures students understand and follow classroom procedures and standards
12. Productively and enthusiastically engages students in lessons/tasks
13. Transitions students between lessons/activities with minimum down time
14. Maintains proper control of classroom

## **Instruction:**

1. Plans and teaches lessons that contribute towards fulfillment of expectations outlined in Curriculum Guides
2. Completes and submits lesson plans as instructed by Principal
3. Presents lessons that are well structured and appropriately paced
4. States a clear objective for each lesson
5. Lessons contain introduction, body, and conclusion

6. Uses transitions to connect main points
7. Integrates lessons with other disciplines
8. Presents lessons that “connect” with students
9. Connects lessons to students’ prior knowledge or experience
10. Tailor's lessons for group’s maturity and ability level
11. Appeals to different modes of learning (audio, visual, kinesthetic)
12. Checks for understanding and adjusts when necessary
13. Cultivates high level, critical thinking skills in students
14. Encourages students to explain, elaborate, or defend answers
15. Guides students in problem-solving processes
16. Equips students to analyze, synthesize, and apply
17. Refrains from “spoon feeding” students
18. Corrects student errors appropriately and sensitively
19. Instills a Biblical worldview in students
20. Makes direct connection to Scripture when appropriate
21. Guides students to evaluate content against a Biblical worldview
22. Encourages students towards faith in and obedience to God
23. Creates opportunities for student participation and active learning
24. Uses Q & A, discussions, role playing, and other methods that facilitate active participation
25. Uses technology, manipulatives, teaching materials, and other resources to aid the teaching-learning process
26. Provides adequate opportunities for guided practice and independent practice
27. Uses field trips, guest lecturers, and other media to enhance learning
28. Uses homework, tests, and assessments skillfully to ensure student learning
29. Assigns proper amount of study load and homework to meet learning objectives
30. Uses diverse, appropriate assessment methods to measure teaching-learning effectiveness, and makes instructional adjustments when appropriate
31. Ensures that assessments are aligned with learning objectives
32. Provides accurate interpretation and implications of assessment results

#### **Professional Responsibilities:**

1. Maintains a system for recording and reporting on student progress and performance
2. Keeps students, parents, and administration adequately informed and involved to remedy academic or behavior deficiencies
3. Provides timely, accurate progress reports and report cards
4. Builds strong partnerships with parents
5. Engenders parental support and trust
6. Communicates with parents regularly and effectively
7. Employs and coordinates parent volunteers in class activities
8. Contributes to the general well-being and improvement of the school
  - a. Assists the school board and administration in implementing policies and procedures
9. Collaborates and cooperates with colleagues
10. Attends and contributes to required school meetings and functions
11. Maintains and improves professional credentials
12. Seeks opportunities for professional growth and development
13. Completes other tasks assigned by administration

#### **Spiritual Qualifications:**

- A genuinely regenerated and separated Christian who gives evidence of growing in grace and living in faith and obedience to God and His Word
- Has a clear testimony of faith in Christ, will sign the school’s statement of faith, and will endorse SFC’s school code of ethics/lifestyle statement.

- One who is able to clearly articulate the biblical components of salvation, citing appropriate Scripture passages, in order to be able to lead a child to the saving knowledge of Jesus Christ.
- One who is faithful in attendance to, and is actively involved in, a local evangelical church
- One with a shepherd spirit in caring for those under his / her charge (1 Peter 5:2– 3)
- A firm and fair disciplinarian who tempers discipline with compassion (Proverbs 22:6)

#### **Academic qualifications:**

- Must hold, at minimum a bachelor's degree from an accredited college/university.
- A sound academic record in college, preferably including formal Bible courses and training
- A clear understanding of a biblical philosophy of education, and the ability to integrate that philosophy into the life of the school
- Successful teaching experience in the classroom
- The willingness to grow professionally through in-service sessions, reading, and graduate study to keep professional skills sharp

#### **Additional Qualifications**

- Evidence of the gift of leadership
- Evidence of strong executive and administrative skills and a willingness to continue to grow professionally, including plans for graduate study or to obtain certifications, if not already acquired
- The ability to work well with the school board, the principal and other faculty to implement board policies while demonstrating skill and loyalty
- The ability to articulate the mission and vision of SFC school
- Ability to meet state and federal requirements, including yearly background checks and fingerprinting.
- Current CPR/Basic First Aid card, or the ability to obtain one within 30 days of hire

