



Job Description

Job Title: Middle School Teacher

Department: Middle School

Reports To: K-8 Principal and Assistant Principal

FLSA Status: Exempt

Purpose

The teacher shall prayerfully help prepare minds and hearts to know and serve God, for His glory alone.

Qualifications

Bachelor's degree in Education or related field; ACSI certification, or the ability to acquire within 1 year of employment.

Essential Job Functions:

Spiritual Leadership

- Use your position to support the mission of preparing minds and hearts to know and serve God, for His glory alone.
- Model Christian leadership, living out Southeast's Statement of Faith and Biblical Code of Conduct
- Ensure that the classroom/work environment is Christian-based, nurturing, wholesome, and loving.
- Biblical integration at all levels of learning, discipline and professional work.

Academic Leadership/Teaching Expectations:

(based on Southeast Christian School's principles of learning)

Biblical Worldview & Spiritual Formation

- Teaching is grounded in a Biblical worldview, with all subjects approached through the lens of God's truth.
- Teaching deepens understanding of the nature of God and the Bible and cultivates discernment between ideas that align with or oppose Scripture.
- Teaching consistently reflects Christ-centered values, shaping hearts and minds toward knowing and serving God.

Mastery of Critical Concepts

- Teaching is guided by the Critical Concepts for each grade level as the essential knowledge and skills to be mastered.
- Teaching is intentionally planned with clear end goals that articulate what must be known and demonstrated by the conclusion of a lesson or unit.



- Classroom instruction includes opportunities for review, reteaching, and reassessment to ensure progression toward mastery. It is ok to fail! Learning is taking risks.

Assessment & Learning Experiences

- Teaching is never static - it is demonstrated through a variety of formative and summative assessments, including hands-on projects, authentic tasks, discussions, and traditional tests.
- Learning is supported through differentiated approaches that address diverse needs, styles, and readiness levels, within a Christ-centered classroom culture that fosters respect, belonging, accountability, and a growth mindset.
- Instruction is enhanced, not replaced by technology, using digital tools to deepen engagement and achievement.

Alignment & Feedback

- Learning is supported by the vertically aligned SCS scope and sequence that provides consistency and coherence across subjects and grade levels.
- Teaching involves intentional planning and collaboration among grade-level teams and collaborative learning communities to ensure a cohesive experience.
- Learning is measured and communicated accurately through the standards based reporting outlined by SCS.

General Responsibilities:

- Develop and administer curriculum consistent with school standards, mission & Biblical standard
- Conduct ongoing assessments of student skills and learning, and modify instructional methods to fit individual students' needs, including students with special needs; conduct individual and small group instruction as needed.
- Demonstrate the ability to utilize various teaching approaches to accomplish the curriculum while meeting standards.
- Ensure that your classroom reflects a professional and Christian environment.
- Plan a program of study to meet the individual needs, interests, and abilities of the students, challenging them to do their best work through differentiation and accommodations. Work in step with our MTSS program to support students at all levels of ability.
- 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.
- Plan, through approved channels, the use of field trips, guest speakers, and other media for a balanced classroom.
- Respond appropriately and in a timely manner to parent communications
- Participate in formal and informal parent-teacher conferences.
- Participate in continuous professional development through professional reading, college course work, professional learning communities, in-services, workshops, and conferences.
- Arrange and plan for substitute teachers when needed, and assist them in successfully carrying out their responsibilities.



Additional Duties or Responsibilities

- Maintain a physical presence with the students by attending and participating in school chapels, assemblies, athletics events, and other presentations.
- Participate in beginning-of-year staff orientation, staff devotionals, staff meetings, and parent/teacher fellowship meetings.
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents, or staff.
- Maintain regular and accurate records of attendance and grades to meet the demands for a comprehensive knowledge of each student's progress.
- Keep students, parents, and the administration informed of student progress or deficiencies and give sufficient notice of student failure.
- Know the procedures for dealing with emergency situations in the classroom and school. Conduct required emergency safety drills in coordination with school leadership.
- Participate in drop-off, pick-up, all safety drills and lunchroom duties as scheduled/assigned.
- Actively perform any other duties that may be assigned.

Mental and Physical Demands

Work is performed in a classroom environment and requires the ability to sit and stand for periods of time, operate standard office equipment and keyboards. Must have the ability to lift and carry small/medium size packages and other items, to walk short distances, and drive a vehicle to deliver and pickup materials.

The employee is occasionally in outdoor weather conditions. The employee may encounter difficult student/family situations that can be stressful.

Job descriptions are not meant to be all inclusive and may evolve and change. The school reserves the right to modify and/or change job duties with written notice to staff.

This job description does not constitute an employment contract, and all employment with the School is At-Will.

By signing below, you acknowledge receipt of your duties & responsibilities.

Employee Name (please print)

Employee Signature

Date