

**PTCS Job Opening**

**Job Title:** Full-Time Teacher

**Job Objective:** Qualified applicants will plan, organize, and implement an appropriate instructional program that helps students to reach their academic potential and to develop Christ-like character.

* Classroom teachers are assigned to a single grade or combined grade class.

**Job Responsibilities:**

* Reflects the purpose of the school, which is to honor Christ in every class, and every activity. Motivate students to accept God’s gift of salvation and help them grow in their faith.
* Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
* Employs 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.
* Makes purposeful and appropriate weekly lesson plans that provide for effective teaching strategies and maximize time on task. Weekly lesson plans are required to be submitted to the principal the Friday before lessons are delivered the following week.
* Uses homework effectively for drill, review, enrichment, or project work.
* Keeps proper discipline in the classroom and on the school premises for a good learning environment. Establishes in-class rules that are consistent with the school’s discipline policy. Applies appropriate discipline, when necessary.
* Shares responsibility during the school day for the supervision of students in all areas of the school.
* Evaluates accomplishments of students regularly using multiple assessment methods such as teacher-made tests, samples of students’ work, mastery skills checklists, and standardized tests.
* Keeps students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.
* Maintains classroom records including attendance and grades. Respects the confidentiality of records and information regarding students, parents, and teachers by accepted professional ethics, and state and federal laws.
* Works cooperatively with parents, other teachers, and administration to strengthen the educational program for their children.
* Continues professional growth through attendance at workshops, seminars, conferences, and advanced course work at institutions of higher learning.
* Supervises extra-curricular activities, organizations, and outings as assigned.
* Participates in all-school activities such as graduation, evening programs, curriculum nights, etc.

**Qualifications:**

* Demonstrates a commitment to the mission of Pui Tak Christian School.
* Bachelor’s degree in education and relevant Illinois State Certifications required for classroom teachers and strongly preferred for specialist teachers.
* Able to teach in a multi-cultural school setting.
* Have a passion for working with children in a Christian school setting.
* Be able to work independently, relate well with other staff, solve problems, make good decisions, adapt to the less-than-ideal classroom environment, and have good verbal/written communication skills.

**“Joy in Learning, Love in Teaching”**

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