



Sapientia et Scientia

"... Christ, in whom are hidden all the treasures of wisdom and knowledge." Colossians 2:3

Samuel Fuller School

Faculty Job Description

Position Reports to the Headmaster

Purpose: The SFS Faculty Member teaches and trains the students, inspiring them toward discovering a life-long passion for the good, the true, and the beautiful.

Qualifications:

- The position of Faculty Member requires at least a Bachelor's Degree.
- The Faculty Member must be eager, humble, and emotionally mature – working to constantly expand his abilities by gaining further training in areas of weakness.

Work Year: This position is a full-time position that works 10 months a year. Full time hours include but are not limited to 36.25 hours per week from 7:45 AM – 3:00 PM when school is in session as well as attendance at required school events and activities*. Teachers will receive at least 45 minutes of personal use time during the school day.

Duties and Responsibilities:

Spiritual Leadership – An SFS teacher is expected to consistently exhibit love, joy, peace, and emotional and spiritual maturity before his students and the rest of the school. The teacher is expected to be a student and lover of the Bible, God's only written Word. He is to use the school's curriculum guide and the Bible in constructing his daily lesson plans. Active, joyful participation in any staff prayer meetings and school assemblies is expected. He demonstrates an example of Christ-like behavior and professional conduct resulting in students who can emulate his behaviors, attitudes, and work ethic.

Lesson Preparation and Presentation – An SFS teacher should have a thorough knowledge of and interest in the subjects she is assigned to teach. These will normally include Bible, reading, mathematics, science, grammar, composition,

spelling, handwriting, history and/or geography. A working knowledge and interest in Latin, art, music, and physical education is also necessary, although these are normally taught by other specially-trained teachers. All subjects should be taught utilizing the objectives, materials, priorities, and methods prescribed in the Samuel Fuller School Curriculum Guide. The teacher is expected to encourage her students to see how all subjects are interrelated, as parts of God's integrated universe. She teaches assigned classes and inspires students to love learning by:

- Knowing the material that is being taught.
- Holding the interest of the students.
- Speaking in clear, vivid language.
- Meeting students' individual needs.
- Explaining unknown in terms of known.
- Challenging without exasperating students.
- Helping students to retain and apply knowledge.
- Reviewing sufficiently.
- Creatively planning and teaching lessons.

Classroom Decorum and Discipline – An SFS teacher should be very familiar with and able to apply the spirit, as well as the letter, of the school rules. An orderly (not necessarily silent) working atmosphere is to be the norm. Students should be aware of the class and school rules and be encouraged to exercise self-discipline. When administrative discipline is necessary, the teacher is expected to accompany the student to the office and give the administrator an accurate accounting of the student's offense. The teacher is expected to diffuse and deal with the vast majority of corrective discipline situations within his classroom. The teacher maintains a classroom in which the culture and discipline reflect Christ with the goal of training students who are disciples of Jesus Christ and who self-consciously follow His example. The way in which the teacher accomplishes this includes but is not limited to:

- Following discipline policies.
- Having a studious classroom environment.
- Providing understandable standards for expected behavior.
- Fostering an atmosphere full of the joy of learning.
- Avoiding stifling or boring the students.
- Loving students during discipline.
- Speaking the truth in love and refraining from harsh, sarcastic, or caustic language.
- Maintaining standards of school culture.
- Making sure students are in uniform.

Student Learning - The teacher should seek to stimulate and maintain the students' interest in the material. Recognition and reasonable compensation for individual needs is also necessary. A variety of techniques (in addition to testing) should be used to measure the students' progress. The SFS Curriculum Guide is to be used as

the basis for measuring the overall progress of the class and individual students. The teacher will use effective pedagogical methods including but not limited to:

- Rephrasing of concepts by students.
- Inductive questioning (questions designed to help the student move toward the correct conclusions).
- Recitations, chants, songs, acronyms, summaries, and reviews.
- Illustrations, applications, and demonstrations.
- Collaboration and Socratic discussion.

Planning and Communication - The teacher's monthly and yearly plans should reflect creativity and a good use of class time. Legible and easily interpreted copies of the monthly lesson plans are to be turned in to the Headmaster at the end of each month. The SFS Curriculum Guide should be used to establish yearly, term, monthly, and weekly plans using the "backward by design" method. The teacher is to regularly (at least twice each month) communicate with the parents in his class. Emphasis should be placed on getting to know the families well, as well as letting them know what is happening in the class. The parents should feel welcome to visit and assist in the classroom.

Classroom Management and Environment - The teacher is expected to maintain a neat, organized, and clean classroom environment that will stimulate students to develop a passion for the good, the true, and the beautiful. This implies that the students will take an active part in cleaning and maintaining their room's appearance. The teacher should set up simple, manageable class routines to accomplish basic tasks, e.g. taking attendance, homework collection, daily cleaning schedules, materials storage and distribution, etc.

Professionalism and School Culture - The teacher is to consistently and joyfully demonstrate pride in Samuel Fuller School by his work, punctuality, speech, attitude, dress, and attention to duties. Essential expectations of faculty members include the successful performance of the following activities:

- Overtly supporting and acting in accordance with the school's mission and values. This includes mandatory enrollment of faculty children at SFS unless extenuating circumstances exist which must then be approved by the Headmaster with Board counsel. The school will make every effort to ensure that the cost of tuition is not prohibitive.
- Demonstrating appropriate planning and preparation for instruction.
- Developing and maintaining a classroom atmosphere that inspires learning.
- Turning in planning and student papers in a timely fashion.
- Upholding professional standards of personal presentation, punctuality, compliancy, responsibility, courtesy, and discretion.
- Appropriately carrying out specific assignments, including but not limited to service learning, advisory programs, assigned supervision, and other areas as determined by the School Head.

- Attending required events with the purpose of strengthening the parent/teacher partnership, growing and establishing the school culture, building a spirit of trust, and encouraging fellow faculty and staff members.
- Communicating with parents effectively and regularly.
- Maintaining professional credentials, as appropriate.
- Honoring the confidentiality of school and student information
- Complying with the policies and procedures as articulated in the SFS Faculty Handbook.
- Engaging in self-reflection and annual development of a growth and renewal program plan.

Schedule for Evaluation: Teachers will be evaluated annually by the appropriate principal. A new teacher will have a 60-day evaluation during the first semester of his tenure.

Required Event Attendance*: The following is a list of expected event attendance for all full time faculty. In addition to the events listed below, full time teachers must attend **at least three** family activities and/or fundraisers throughout the year. Teachers must have an approved leave of absence signed by the School Head to miss any required event. Part time faculty attendance requirements will be determined on a case-by-case basis by mutual agreement between the faculty member and the Head.

- All Professional Development Days (includes the opening in-service and end-of-year wrap-up meetings)
- Parent Orientation
- Back to School Party
- Annual Meeting of the SFS Corporation
- Parent/Teacher Conferences
- Christmas Concert and All Evening School Performances (As event hosts, faculty members should plan to help with set-up and/or clean-up for evening events.)
- Annual Banquet
- Closing Program and Awards Night
- High School Graduation