

Position Title: Summer School AM and/or PM Teacher
Hours: Summer School hours, Monday-Friday, Part-time or Full time
Reports to: Director of Summer School and/or CCS Administration
Minimum Req: Bachelor's Degree, Teaching Experience, or Work Experience

Essential Functions:

1. Represent the school in a favorable and professional manner to students, their families, and the general public. Represent Christ in all that you do and say.
2. Develop and maintain rapport with students, parents, and staff by treating others with respect, friendliness, and consideration.
3. Motivate students to accept God's gift of salvation and help them grow in their faith.
4. Manage students in the classroom and on the school premises to promote a safe, happy, and caring learning environment.
5. Supervise and monitor students during recess and/or lunchtimes when assigned.
6. Plan lessons with clear learning objectives and try to meet the individual needs of your students. Avoid giving students homework unless a parent requests it.
7. Employ various instructional methods and materials that will provide creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
8. Assess students' learning regularly and provide progress reports for each student on the last day of summer school.
9. Maintain accurate records of student attendance, learning, and behavior. Consult with administration for interventions that are needed.

Administrative Functions:

10. Direct and supervise the classroom teaching assistant assigned to your grade level.
11. Implement CCS policies and procedures governing the operation of the school.
12. Know the procedures for student safety and emergencies (including school safety drills).
13. Maintain a clean and well-ordered classroom.
14. Send home a weekly newsletter for the upcoming week's lessons and events.
15. Submit a request for leave as early as possible and prepare materials for the substitute teacher. We discourage teacher absences since summer school is only a 4-week program. Wages are deducted per day missed to pay for substitute coverage.
16. Attend and participate in scheduled training and weekly staff meetings.
17. Assist and perform other job duties as assigned by school administrators.

QUALIFICATIONS:

- Must have a Bachelors degree or equivalent years of experience in related fields to Education or teaching Subject.
- Minimum 2 years of classroom management experience or equivalent teaching experience
- Evangelical Christian commitment and lifestyle consistent with BACBC's Articles of Faith
- A self-starter, taking the initiative to complete work independently.
- Organized, efficient, detail-oriented, and able to meet deadlines.
- Proficiency in written and verbal communications
- Proficient use of Google Suite apps (Gmail, Docs, Sheets, Slides, etc.), MS Office apps

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<https://www.coastlinechristian.org/employment>
or contact Human Resources at HROffice@bacbc.org**