



# GRACE BRETHREN S C H O O L S

## JOB DESCRIPTION: ENGLISH TEACHER

### INFORMATION

<b>Job Title:</b>	<b>Teacher</b>	<b>Wkly. Hrs./Weeks:</b>	40
		<b>Pay Grade:</b>	
<b>Department:</b>	JH-HS	<b>Classification</b>	
<b>Reports To:</b>	Principal	<b>Effective Date:</b>	

### SUMMARY

Position is responsible for creating a classroom environment that develops in each student skills of listening, speaking, reading, and writing are fundamental to effective communication and literature citizenship; that develops appreciation of good literature; that motivates students to read widely for information and recreation; effectively teaches grammar to junior and senior high students.

### ESSENTIAL FUNCTIONS

- Teaches content and skills in English language, literature, composition, and reading, using Christ centered curriculum
- Integrate Scripture and course material consistently during instruction and assessments
- Evaluates each student's progress in meeting the course standard for English skills (listening, speaking, reading and writing)
- Establishes and maintains standards of student behavior needed to provide an orderly, productive classroom environment
- Create lesson plans and organize student lead classroom discussions pertinent to topics focused on each week
- Continually assess students' understanding of concepts and modify lessons as required
- Communicates with parents on student progress
- Model initiative, resiliency, and patience for students, while maximizing student experience
- Abide by all other general duties of a contract teacher
- Conduct all teaching practice and related activities in a professional and Christ-like manner
- Maintain high levels of health and safety for all students and staff

### COMPETENCIES

- Ability to cultivate a collaborative and creative work environment designed to advance the mission and purpose of GBS
- Competent, professional and personable
- Efficient written and verbal communication skills
- Models and promotes a biblical view of vocation
- Understand and utilize educational technology
- Commitment to personal and professional development toward effective leadership for eternal influence in every area of life

### QUALIFICATIONS

- Recognizable personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of Grace Church of Simi Valley and Grace Brethren Schools with a continuous exhibition of desire to minister and serve others in varied capacities
- Functioning member of a local church
- Demonstrate expertise in academics and maturity in their walk with Christ
- Education: Bachelor's Degree
- 1 – 3 years of successful teaching experience

- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds
- Effective computer proficiency
- Basic mathematics and accounting knowledge is necessary
- Excellent oral and written command of the English language is required
- Ability to compose, proofread and edit correspondence
- Possess excellent organizational skills
- Exercise confidentiality, good judgment and discernment
- Service oriented and able to interface with many people is mandatory
- Multitasked in an environment with many distractions is a must

### **WORKING CONDITIONS**

- Working Environment: Typical office environment, with responsibilities that require visiting other areas on campus
- Physical Demands: Must be able to lift, pull, push, grasp and bend while lifting up to 30lbs. Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required

### **ADDITIONAL INFORMATION**

Minimum Conditions for Beginning Employment:

Prior to beginning employment, in accordance with Grace Brethren Schools policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment
2. Present verification of their identity and authorization to work in the United States
3. Successfully pass a background investigation

If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.

Grace Brethren Schools does not discriminate on the basis of race, color, sex (including pregnancy), religion, national or ethnic origin, age, sexual orientation, gender identity or expression, honorably discharged veteran or military status, marital status, sensory, mental, or physical disability, or generic information, or any other status protected by local, state, or federal law in the administration of its educational policies, athletics, or other programs, or in the administration of its hiring and employment practices.

### **APPLICATION PROCESS**

Completed application form from Grace Brethren Schools. This can be obtained by contacting:

**Office of Administration, Human Resources**  
**2762 Avenida Simi • Simi Valley, California • 93065**  
[hr@gracebrethrenschools.com](mailto:hr@gracebrethrenschools.com) 805.522.4605

Selection Process: All applications will be reviewed by the Human Resources department. Selected candidates will be invited to participate in a personal interview process at Grace Brethren Schools. Any expense incurred in connection with these interviews will be the responsibility of the candidates.

Application Procedures: All documents included in your application remain the sole property of Grace Brethren Schools and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.