**Arizona Conference Corporation of Seventh-day Adventists**

**Job Description**

**Head Teacher**

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| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Department/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Benefits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor’s title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

Job Overview

The Head Teacher, in his/her ministerial role, is vital to the faith formation of the next generation and is responsible for providing an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, spiritual, and psychological growth. This person is responsible for organizing and implementing an instructional program that will result in students achieving academic success. Requires knowledge of school policy and organizational structure, a high level of technical skills, high levels of tact, friendliness, and other aspects of strongly developed interpersonal skills plus proven organizational skill.

Authority, Accountability

Authority as delegated by the Board of Education. Work is performed with minimal supervision. Assignments are performed essentially independently, referring problems, concerns, etc., to the supervisor for help. May supervise others.

Essential Job Functions

The Head Teacher’s responsibilities shall include, but are not limited to the following:

* Implements instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences
* Identifies, selects, and modifies instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs
* Assists in assessing changing curricular needs and offers plans for improvement
* Maintains effective and efficient record keeping procedures
* Provides a positive environment in which students are encouraged to be actively engaged in the learning process
* Communicates effectively, both orally and in writing, with students, parents, and other professionals on a regular basis
* Collaborates with peers to enhance the instructional environment
* Models professional and ethical standards when dealing with students, parents, peers, and community
* Models spiritual maturity in leading students towards Christ and spiritual growth
* Ensures that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification
* Establishes and maintains cooperative working relationships with students, parents, and schools
* Assumes responsibility for meeting his/her course and school-wide student performance goals
* Meets professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating
* Completes all reporting and sends to the Conference
* Performs other duties and responsibilities as assigned by the supervisor

Qualifications:

* Must be a Seventh-day Adventist member in regular standing
* Has strong knowledge of principles, policies and beliefs of the Arizona Conference and the Seventh-day Adventist Church
* Exhibits a commitment to the Seventh-day Adventist doctrines and lifestyle
* Expresses loyalty and interprets Arizona Conference philosophy, policy and procedures positively

Education/Experience

* Bachelor’s Degree or higher (Master’s Degree preferred)
* A willingness to share their Christian testimony and instruct others in the faith
* Certified in relevant subject area
* Operational knowledge of the Internet and web-related technologies
* Biblical knowledge required

Knowledge and Skills

* Possesses strong oral and written communication skills
* Works independently with little direct supervision
* Works as part of a team
* Accepts responsibility and is self-motivated
* Demonstrates strong work ethic to achieve school goals
* Displays effective multi-tasking and time management skills

Physical Requirements

* Must be able to read, speak, hear and write
* Must be able to effectively communicate both orally and in writing
* Some bending, kneeling, carrying of light items, etc. required
* Frequent walking, standing, stooping, lifting up to approximately 30 pounds and occasional lifting of equipment and/or materials weighing up to 40 pounds may be required
* Tasks may involve extended periods of time at a keyboard or workstation
* Some tasks require visual perception and discrimination

Working Conditions

Essential responsibilities are performed primarily in a sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well lighted and ventilated. Occasional travel with students on field trips may be necessary.

**\* \* \*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**