

Job Description Program Teacher

Job description: JD23002

Revision date: 05 October 2023

Department: Operations

Reports to: Program Administrator

FLSA status: Program Teacher; non-compensated

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Approved by: Winston Greer, Executive Secretary

SUMMARY

The Teacher is responsible for assisting release time Bible education programs and classes in the assigned program by (1) teaching students as directed and as specified below in essential responsibilities and duties and (2) coming to each class with the lesson understood and prepared to effectively teach students attending the class. Teachers report *to* the assigned *Program* Administrator for overall direction and formation of teaching policy; Teachers work *with* an assigned *Class* Administrator for class administration activities such as developing student seating arrangements, ensuring any special needs of students are accommodated, etc. The Program and Class Administrator *may* be the same person depending on the size and dynamics of the local program and class. The Teacher influences SMA effectiveness and impact on reaching public school students by using and following the curriculum lesson guides provided by SMA to teach the plan of salvation presented in the Bible – that is, confession of and repentance for personal sin, acceptance of the atoning sacrifice in the shed blood of Jesus Christ, belief in His resurrection, and submission to His Kingship for life direction. The Teacher can influence perceptions of client stakeholders – parents, students, program teachers, other volunteers, school administrators, etc. – as well as the public at large about the value, integrity, and overall quality of the SMA mission and programs.

REFERENCE DOCUMENTS

1. School Ministries, Inc. Statement of Belief
2. School Ministries Alabama Child Protection Policies

ESSENTIAL RESPONSIBILITIES & DUTIES

1. A Teacher should be willing to commit to:
 - a. Serving the program class for a full semester. This will typically involve approximately 18 weeks of classes with about two hours required for each class.
 - b. Reviewing the lesson material and planning the teaching activities prior to every class.
2. Teachers must inform the Class Administrator in advance and as soon as possible if they will be absent or tardy to any class meetings.
3. Teachers should arrive 10-15 minutes prior to the scheduled starting time for the class, and be prepared to stay 10-15 minutes after class, to ensure smooth transitions for beginning and ending classes, and to coordinate information exchange with the Class Administrator as may become necessary.
4. Teachers should mute all electronic devices before the students arrive at each class session or meeting, and request that students do the same (if the school does NOT have an electronic devices policy that requires muting or quarantining devices).
PHOTOGRAPHS AND VIDEOS OF STUDENTS OR CLASS SETTINGS ARE
STRICTLY PROHIBITED WITHOUT PRIOR PROGRAM ADMINISTRATOR
PERMISSION.
5. Teachers must remember that all actions or words that are taken or said will be noticed by the students. Teachers must act respectfully and patiently with everyone, and especially students.
6. Outside the classroom Teachers should maintain a strong personal connection with the Lord, to effectively teach the students to also have a strong personal connection with the Lord.



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7. Teachers should direct any questions or concerns to the Program Administrator.

QUALIFICATIONS

1. A clear multi-state background criminal check and agreement to abide by School Ministries Alabama Student Protection Policies.
2. Affirmation of the School Ministries, Inc., Statement of Belief accompanied by a Christian and Biblical worldview and practice; we suggest attendance at an evangelical Christian church.
3. Ability to communicate with clarity the Biblical message to students, peers, and the community at large.

PHYSICAL DEMANDS

1. 20/20 vision (correctable).
2. Able to lift fifteen (15) pounds.
3. Able to collect and maintain written and electronic records and communicate effectively.
4. Able to personally attend assigned classes and meetings.