

TEACHERS

Educational Qualifications:

A minimum of bachelor's degree in a related field of Education and must work towards certification and Credentialing.

Experience: Two years of work experience as a School Teacher

Physical Qualifications:

Must be able to observe, hear, and respond to the needs of students and emergencies or conflicts that might occur in a classroom, on the playground and in common areas. Should be able to maintain eye contact at child level, to sit on the floor/chair, to stand tall enough to reach children on the play equipment and to determine and communicate cognitive, social, and physical needs of students orally and in writing in the English language. Teachers must feel confident that they can care and educate for the number of students as per required capacity of 30 for their classroom. Teacher must be able to handle stress and tension of daily contact with students, parents and other staff members in the classroom.

General Description of Duties:

- The teacher is required to follow School policy and procedures.
- The teacher is responsible for planning and implementing an appropriate educational program for the students assigned to their class. Develops a weekly curriculum and follow it regularly. Provide a copy of it to parents.
- Teachers will respond to and take directions on daily issues from the Principal and Principal will inform the Director on unresolved issues with the teacher.

Classroom Management

The Teacher must implement all the School standards of instruction for the classroom that include:

- Plan, supervise and implement the program for the class in accordance with the mission statement, goals and objectives of the School.
- Plan, supervise and implement a daily program that will address the spiritual, physical, emotional, social, and mental needs of the individual student in a group environment.
- Plan and use an appropriate program that permits the student to exercise his/her initiative and will help the teacher to respond within relatively controlled and clearly defined structure.
- Be responsible for writing lesson plans, using materials from numerous resources. These lesson plans are to be submitted to the Principal in the beginning of the year and also be posted on Gradelinks/Canvas for parents view.
- Treat all students with dignity and respect.

- Follow the School discipline formula taking the initiative to clearly communicate discipline concerns to the parents and to the Principal.
- Abide by a code of confidentiality in all discipline cases.
- Be responsible for the ordered arrangement, appearance, décor, and learning environment of the classroom.
- Be responsible for an equal share of the joint housekeeping responsibilities of the classroom and school.
- Attend all staff meetings and training when conducted with prior notice.
- Share and delegate responsibilities and effectively supervise the Teacher's Assistants.
- Communicate with the parents on a daily/weekly basis as to the student's progress and accomplishments.
- Evaluate each and every student in the classroom on an ongoing basis the spiritual, social, emotional and intellectual level. Give a formal evaluation report as necessary by the School.
- Assist in designated events sponsored by the School.
- Maintain current First Aid/CPR certification.

Additional Duties

- Report maintenance needs as and when they occur.
- Reports to the Principal and the School Director any ongoing concerns with School staff members, students and Parents as and when they happen.
- Extra duties as assigned

Reports to Principal .

CONDITIONS OF EMPLOYMENT
IMMANUEL CHRISTIAN SCHOOL

I agree that, as part of the qualifications for this position, I am a “born-again” Christian who knows the Lord Jesus Christ as Savior (John 3:3, 1 Peter 1:23). I accept without verbal or mental reservations ICS Statement of Faith (attached), and I am committed to upholding it. I also give testimony that caring for children is a spiritual calling and that working at ICS is God’s direction for my life.

I agree to manifest by daily example the highest degree of Christian virtue, serving as a Christian role model (1 Timothy 4:12) both in and out of ICS to children (Luke 6:40), parents, and fellow employees. I agree that instruction is not only through rational explanation of formal subject material, but even more powerfully through word, deed, example, and shared experience. I agree to be a role model in judgment, dignity, respect, and Christian living. I acknowledge that this includes, but is not limited to, the refraining from such activities as the abuse of alcoholic beverages, tobacco, drugs, and the use of vulgar and profane language (ref. Colossians 3:17, Titus 2:7-8, 1 Thessalonians 2:10, 1 Thessalonians 5:18, 22-23, and James 3:17-18).

I agree to accept the ICS’s interpretation of biblical standards for my sexual behavior, that any sexual misconduct – including, but not limited to – premarital, extramarital, or homosexual activity; sexual harassment; use or viewing of pornographic material or websites; and sexual abuse of children is forbidden and violates the employment requirement of being a *Christian role model*. I agree that such behaviors are grounds for immediate dismissal from my position of ministering to children.

I affirm that I have read and will abide by my official Job Description, the policies set forth, and the Parent-Student Handbook. I also agree to abide by any additions, changes, or deletions made to ICS policies at the sole discretion of the ICS Director and Board without prior notice during this contract year.

I agree to provide the Director with a copy of valid transcripts of all college and graduate studies prior to the first day of employment or make other acceptable arrangements with the administration. Failure to do so voids this contract.

I agree that my assignment to room, work schedule, age level, and extra duties is to be made at the discretion of the Director and Principal. I agree to maintain a classroom atmosphere that is conducive to learning. This includes maintaining a professional appearance.

I agree to try at all times to understand, appreciate, love, and serve the students entrusted to me for learning, and will, to the best of my ability, provide for their fullest spiritual, intellectual, physical, and emotional development. I agree to observe appropriate confidentiality in regard to pupil, parent, and ICS matters.

I understand and agree that my employment is provisional. The Principal allots me the hours of work at her sole discretion based on current student enrollment. If the Teacher meets the criteria to be exempt from over time, they may be. If they do not meet the criteria for exemption [More than 40 hrs/week or 8 hrs /day] as described in the employee handbook, then the contracted teacher will receive a set salary but also will be eligible to receive overtime pay if worked.

I agree that if there are deficiencies in my job or personal performance, the Principal and the Director, at their sole discretion, may extend to me a Performance Improvement Plan (PIP) to help facilitate needed changes in my performance. I agree that the Principal and the Director, at their sole discretion, may

determine that certain acts, deficiencies, or situations are so grave that they may result in immediate dismissal and thus bypass this general procedure. I further agree that the Principal and Director may modify or revoke the plan at their sole discretion, and that failure to complete such a plan before the end of the specified period does not obligate ICS in any way to extend employment with ICS.

Leave Benefits :

Full time contracted Teacher are not eligible for PTO/vacation time but will receive 10 paid sick days/ Contracted months accruing 1 day/ month
School breaks – 2 weeks Christmas, Thanksgiving [3 days] and 1 week Spring break along with National holidays and other school closures
Benefits – Full time contracted Teachers are eligible for benefits in the same manner as IBC full time employees.

Termination Policies

1. Voluntary Termination. Voluntarily terminating employees should give appropriate notice. Although not required, ICS employees are asked to give 2 week's notice and the Principal is asked to give one month's notice.
2. No payment in lieu of notice will be given.
3. Involuntary Termination. Employees will be involuntarily terminated only in accordance with provision of the conflict resolution.
4. Dismissed employees must be given their final paycheck at termination. It is the Director's responsibility to see that the final paycheck is prepared and delivered at the termination meeting.

I understand Immanuel Christian School, as a ministry of Immanuel Baptist Church, has been classified as a 501(c) (3) non-profit *church-related* organization and has chosen not to participate in the Federal Unemployment Tax Act. Therefore, upon termination of employment, regardless of the reason(s), I understand that unemployment benefits are not available.

I acknowledge that I have read, understand, and will abide by the terms and conditions of this employment, and I agree that it represents the total agreement between the parties.

Employee _____ Date _____

We extend our warmest welcome to you. We pledge our prayer support and help as you minister to our children.

Director _____
Hadassah R. Rajaratnam