



## **Job Description FCHS Faculty Position**

### **General Description:**

The FCHS faculty member works directly under the supervision of their Department Head and/or the administrator who has direct oversight over their academic area. In partnership with FCC, parents, staff and students, a FCHS faculty member works to implement and achieve the success of the Vision, Values, Mission, Message, and philosophy of the school in students' lives.

### **Duties Related to Students and Parents:**

- Provide professional and competent classroom environment and instruction for their subject material while using a variety of teaching methods to meet the needs of diverse learning styles.
- Initiate and manage texts, displays, and other curriculum resources including moodle as required to competently teach the subject material.
- Understand and achieve, as a minimum, the California Department of Education requirements for the subject material being taught in the prescribed grade level.
- Promote and teach from a Biblical worldview.
- Develop, post and communicate a syllabus and other necessary documents in written form regarding classroom instruction, grading policy, assignment schedules, etc. to students and parents.
- Maintain current records of attendance, participation, grading, testing and assignments as needed, which include uploading grades at least weekly to the schools designated website.
- Act as the primary contact for the school on all parent inquiries regarding the subject and classroom procedures and student performance in the subject material.
- Initiate parent contact in a timely manner (generally this is within 24 hours) for academic or behavioral problems as they arise in the classroom.
- Respond to parental requests for communication in a timely manner (generally this is within a 24 hour period).
- Develop or procure appropriate class assessments that provide evidence of students learning and achievement. Faculty should use regular and a variety of assessing tools (tests, projects, presentations, group work, essay, homework, etc.).
- Maintain classroom order and refer disciplinary problems to the Administration through appropriate means (referral forms, etc.).
- Be available to conduct parent—teacher interviews with students and parents as needed and/or requested to ensure student success.

### **Duties Related to the Administration:**

- Participate in, staff meetings, department meetings, assemblies, in-service, parent's nights, school retreat and other special events based upon the yearly academic calendar.
- Work with your department head and/or vice principal who directly oversees applicable subject area.
- Adhere to all school policies and procedures as delineated in the faculty and student handbooks.
- Work in cooperation with the Guidance Counselor in making the master class schedule effective and functional and to assist when class schedules may involve or require changing.
- Work with the Guidance Counselor's office when students require "academic accommodations" due to student learning needs.
- Maintain and have available current records of attendance, participation, assignments and schedule, lesson plans, assessments and testing.
- Forward academic records including conduct evaluations quarterly to the appropriate administrative office.
- Prepare and maintain documentation for the WASC accreditation committee.
- When your teaching schedule includes chapel, to attend chapel both as an example and as an asset to help with student oversight.
- Be flexible in a spirit of servanthood as needs and special projects arise.

### **Professionalism and Professional Development**

- Have a plan for and continue professional development and advancement in the field.
- Dress professionally and appropriately as a staff member and Christ's representative on campus
- Model Biblical and Christ-like character and an active relationship with God