

EASTERN MENNONITE SCHOOL

Eastern Mennonite School (“EMS”) operates under the auspices of the Virginia Mennonite Conference and is governed by the EMS Board of Directors. EMS is committed to excellence in K-12 education and to the nurture of Christian faith as understood and articulated in the Confession of Faith in a Mennonite Perspective.

All employees must agree to wholeheartedly support the mission of EMS, to give their professional and personal best to EMS, and to live in harmony with the Confession of Faith in a Mennonite Perspective.

Position: K-5 Faculty
Supervised by: Principal (of appropriate Division)
Positions Supervised: None
Classification: 10 months
Effective Date: August

Position Description:

Carries out the mission of Eastern Mennonite School by helping to shape the academic and spiritual lives of our students.

Key Responsibilities:

1. Serves as a role model for students a strong personal faith and commitment to Christ by exhibiting the following traits:
 - a. Participates in a local congregation.
 - b. Models the importance of prayer in everyday life.
 - c. Shows care and compassion for students and colleagues.
 - d. Shares faith and scripture with students and colleagues as appropriate.
 - e. Lives a lifestyle consistent with school policy and the expectations of Virginia Mennonite Conference.
 - f. Maintains integrity in all relationships.
2. Exhibits professional practices that enhance classroom practice:
 - a. Shows habits of punctuality.
 - b. Completes teacher tasks in a regular and timely manner.
 - c. Dresses professionally and appropriately for the position and within the school dress-code guidelines.
 - d. Participates on committees and sponsors extra-curricular activities as agreed upon with the administration within the guidelines set by the extra-curricular policy.
 - e. Demonstrates a strong commitment to Christian education at EMS and supports school policies and decisions.
 - f. Cultivates positive communication with parents.
 - g. Regularly attends faculty meetings, in-service activities and PTF functions.
 - h. Shows evidence of an on-going commitment to professional growth and development.
 - i. Works to develop new methodologies and participates in innovative educational practices, especially those determined by faculty action.

- j. Monitors student behaviors, language and attitudes in non-classroom settings on campus in accordance with school policy, and addresses inappropriate behaviors in a restorative way.
 - k. Works collaboratively with colleagues to further the effectiveness of instruction.
3. Strives to improve classroom instruction and to facilitate the learning process for students:
- a. Develops and/or updates a curriculum scope and sequence regularly for each subject area including content skills and objectives, instructional strategies, assessments, and field trip opportunities.
 - b. Writes quarterly narrative reports to parents reflecting students' progress in each subject area. This report includes an objective grading system easily understood by parents (3rd, 4th & 5th Grades).
 - c. Prepares daily and unit lesson plans for each class.
 - d. Applies tested and validated teaching techniques appropriate to the content and the developmental abilities of the students.
 - e. Teaches content and integrates the learning of gifted behaviors into daily lessons.
 - f. Manages class activities in a manner which requires students to develop a framework for understanding content knowledge and responding to knowledge in an analytical way.
 - g. Carries out in a consistent manner, appropriate, restorative discipline procedures.
 - h. Teaches the Encounter Bible Curriculum regularly, and integrates faith and scripture into classroom activities as appropriate.
 - i. Builds content area expertise through consistent and ongoing professional development.
 - j. Keeps parents abreast of student progress in accordance with school policy and in a manner which reflects the teacher's position as advocate for the student.
 - k. Integrates appropriate technology into the learning environment.
 - l. Maintains connections to other professionals through discussion, classroom observation.
 - m. Communicates with parents through a regular newsletter informing them of class activities, which connect to curricular goals.

Qualifications:

- a. Bachelor's Degree in content area required; education courses preferred
- b. Master's Degree desired
- c. Current certification in the state of Virginia
- d. Excellent interpersonal skills with students and adults
- e. Proficient with technology
- f. High personal standards for professional development

Physical Requirements

Working conditions and physical requirements are normal for a classroom environment.

This position description is not a complete statement of all duties and responsibilities that may be assigned for this position.