



## HAWAII BAPTIST ACADEMY JOB DESCRIPTION

**JOB/POSITION TITLE:** Bible Teacher

**OFFICE/CAMPUS:** Sagert Campus

**REPORTS TO:** Principal

**STATUS:** 10 months (exempt)

**PRIMARY PURPOSE:** To instruct students in and assist them with developing intellectually, physically, emotionally, socially and spiritually (to their highest potential).

Students will be reading C. S. Lewis's *Mere Christianity* and learning about ethics and world religions as part of the Critical Issues in Christian Thought curriculum

### ESSENTIAL DUTIES/FUNCTIONS:

- Develop and evaluate curriculum.
- Prepare lesson plans and materials for the classroom.
- Instruct students by implementing lesson plans and objectives into the classroom setting.
- Motivate children to learn.
- Discipline children (when behavior is inappropriate).
- Evaluate students through testing, report cards, and progress reports.
- Communicate progress of students during parent-teacher conferences.
- Supervise students in cafeteria, and in the classroom.
- Able and willing to share faith in Jesus Christ with students as appropriate.

### OTHER DUTIES/FUNCTIONS:

- Plan and implement special events (i.e. open house, science fair).
- Attend meetings and workshops.

### CORE COMPETENCIES REQUIRED:

- Christ-like Conduct. Imitate the life of Jesus Christ and take on his behavior, mindset, choices, and character and apply it to everyday life. Exhibit love, humility, compassion, and servanthood, and allow God the opportunity to work in us and to manifest His Glory within us.
- Passion for Our Calling. Respond to God's passion in our hearts to complete the things He calls us to do. Acknowledge that passion encompasses more than the work, it taps into one's whole life purpose. Reward of wages and prestige are peripheral to using the God-given gifts and talents to have an effect on the greater good and an impact beyond oneself. Yield passionately to God's calling to live a life full of joy, satisfaction and true fulfillment.
- Teamwork. Promotes teamwork through building consensus to develop mutual trust, respect, and commonality of goals. Supports team decisions, collaborates with others to develop team solutions, builds consensus, and resolves conflict.
- Customer Focus. Organizes and prioritizes resources to focus on and exceed customer expectations. Makes it "easy to do business with" HBA. Demonstrates understanding, helpfulness, sensitivity, and concern of the needs and feelings of external and internal customers.
- Effective Communication. Listens carefully to feedback and others' views and asks clarifying questions to confirm understanding. Clearly states views and opinions. Actively takes responsibility to ensure there is mutual understanding in all viewpoints and communication. Adapts oral and written communication to the

needs and interests of the target audience. Openly shares information in a timely manner with others who need that information.

- Results Orientation. Can be counted on to achieve assigned or promised results in a timely manner by utilizing resources effectively. Clarifies expectations and measurements of performance. Seeks guidance or other resources needed. Takes personal ownership for results by holding self and others accountable for results. Shows strong desire and drive for success by identifying and overcoming obstacles. Demonstrates a sense of urgency and is persistent in using extra effort to achieve results. Focuses efforts on, and strives to attain, results that are important to HBA.
- Practical Thinking and Decision-Making. Identifies, defines, and focuses on specific problem or issue. Determines information needs and collects, analyzes, interprets, and develops it for use in making decisions. Makes timely and appropriate decisions driven by the information, the needs of the organization, and the need for innovation and creativity to accomplish assigned tasks.
- Continuous Improvement. Strives to continually improve one's own job performance and to better the work environment, work quality, results, and how the work is done. Accepts both the need for and positive potential of change in the workplace. Is willing to take managed risks to test approaches that may better satisfy a customer's needs or to meet HBA's needs and goals. Develops alternative and imaginative solutions and approaches to problems. Actively looks for opportunities to redesign and improve work methods and makes changes to improve operating efficiency and quality of output.
- Supporting and Leading Change. Participates in all aspects of both the organizational and process oriented change cycles to accomplish the goals set for their particular level of responsibility. Identifies, plans for, and leads change needed to support HBA's mission and values.

#### **WORKING CONDITIONS:**

- Equipment Use: Copy machine, filmstrip and slide projectors, overhead projectors, VCRs, audiocassette players, computer, book binder and typewriter.
- Work Hours: Part time hours between 7:30am – 3:00pm, Monday – Friday.
- Mental Demands: Alert, good judgment, concentration, mathematical ability, attention to detail.
- Physical Demands: Noisy, chalk dust, reaching, corrected vision and color vision.

#### **QUALIFICATION REQUIREMENTS:**

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of their life and; demonstrate a living relationship with Jesus Christ as described in "The Baptist Faith and Message", the tenets of the Southern Baptist denomination. Must be an active member of a local Southern Baptist church, affiliated with the Hawaii Baptist Convention.
- Skills/Knowledge: CPR and First Aid, able to communicate, fluently in English, with students.
- Education/Training: Bachelor's degree from an accredited Southern Baptist college or university, preferably in religious education.