



HAWAII BAPTIST ACADEMY JOB DESCRIPTION

JOB/POSITION TITLE: High School Teacher

OFFICE/CAMPUS: Sagert Campus

REPORTS TO: High School Principal

STATUS: 10 months (exempt)

PRIMARY PURPOSE: Instruct students and assist them with developing intellectually, physically, emotionally, socially and spiritually.

ESSENTIAL DUTIES/FUNCTIONS:

- Develop and evaluate curriculum.
- Prepare daily lesson plans and materials for the classroom.
- Instruct students by implementing lesson plans and objectives into the classroom setting.
- Motivate students to learn both the facts and the application of material.
- Monitor student behavior.
- Issue progress reports, interims, and grades.

OTHER DUTIES/FUNCTIONS:

- Order supplies; equipment; materials.
- Serve as a Class Advisor.
- Attend Faculty meetings and school functions (graduation, open house, etc.).
- Schedule conferences with parents.
- Other duties as assigned.

CORE VALUES REQUIRED OF ALL EMPLOYEES OF HBA: An employee of HBA must demonstrate the following core values:

- Humility: We cultivate humility by acknowledging the goodness of God and the reality of sin, by taking time to be contemplative, by being open to change, and by knowing that there is and will always be more to learn.
- Curiosity: We cultivate curiosity by asking questions, by seeking opportunities to learn, by trying new things, and by persevering in our quest for answers.
- Love: We cultivate love in community by striving for peace, by eliciting and sharing ideas, by constructively expressing and resolving disagreements, by respecting differences and loving all people, and by asking and offering forgiveness.
- Commitment: We express our commitment by speaking truth and taking responsibility, by caring for God's creation, and by using our talents and resources to work toward the good of humanity.

WORKING CONDITIONS:

- Equipment and Technology Use: Computer, digital presenter, computer projector, tablet, Google drive and other applications, and other equipment and applications for specialty classes (e.g., Lab instruments and probes, graphing calculator, cameras, etc.)
- Work Hours: 7:30 a.m. - 3:00 p.m. Monday - Friday with occasional evening and weekend work.
- Mental Demands: Decision-making, good judgment, alert, attention to detail, concentration, mathematical ability.
- Physical Demands: Noisy. Wide field of vision, corrected vision, projecting voice.

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.
- Skills/Knowledge: Knowledge in subject area, Ability to communicate to students. First Aid Training and CPR.
- Education/Training: BA degree from an accredited college or university in area of expertise.