

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:	Faculty
Supervised by:	Principal (of appropriate Division)
Positions Supervised:	None
Classification:	10 months
Effective Date:	August 1

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. Shows care and compassion for students and colleagues
 - b. Maintains the highest level of integrity in all relationships
 - c. Maintains regular devotional and prayer life
 - d. Shares faith and knowledge of the scriptures with students and colleagues as appropriate
 - e. Lives a lifestyle consistent with school policy and the expectations of Virginia Mennonite Conference
 - f. Participates in a local Mennonite congregation (or congregation of teacher’s denomination)

2. Exhibits professional practices that enhance classroom practice:
 - a. Works to develop new methodologies and participates in innovative educational practices, especially those determined by faculty action
 - b. Works collaboratively with colleagues to further the effectiveness of instruction
 - c. Shows evidence an on-going commitment to professional growth and development
 - 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. Shows habits of punctuality and completes teacher tasks in a regular and timely manner
 - f. Regularly seeks written feedback from students in each class, and provides the results to the administration for review and comment
 - g. Cultivates positive communication with parents
 - h. Monitors student behaviors, language and attitudes in non-classroom settings on campus in accordance with school policy
 - i. Dresses in a manner which elicits the respect of students, parents, colleagues and other broader constituency
 - j. Regularly attends faculty meetings, in-service activities and PTF functions
 - k. Demonstrates a strong commitment to Christian education at EMS and supports school policies and decisions

3. Strives to improve classroom instruction and to facilitate the learning process for students:
 - a. Develops a comprehensive syllabus for each class, including course objectives, projected schedule of activities, assessment procedures and an objective grading system easily understood by students and parents
 - b. Prepares daily and unit lesson plans for each class
 - c. Applies tested and validated teaching techniques appropriate to the content and the developmental abilities of the students
 - d. Teaches content and gifted behaviors as specified by the school
 - e. 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
 - f. Carries out in a consistent manner, appropriate classroom discipline procedures
 - g. Regularly and appropriately integrates faith and scriptures into classroom activities
 - h. Builds content area expertise through consistent and ongoing professional development
 - i. 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
 - j. Integrates appropriate technology into the learning environment
 - k. Maintains connections to other professionals through discussion, classroom observation

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 comprising your position. It contains only the facts necessary to evaluate your position on a fair basis.