



Teaching Responsibilities

Primary Responsibilities

Primary responsibilities are the expected duties that teachers must demonstrate. These are non-negotiable basic competencies (These competencies are not listed in priority order. Teaching Standards are identified when applicable.)

- demonstrate Christ-likeness and integrity in your teaching and non-teaching responsibilities (Standard 1)
- arrive to school/class 15 minutes before the tardy bell
- remain on campus from 7:35 a.m. to 4:00 p.m. (for full-time teachers) and using the sign-out book when leaving campus is a necessity
- maintain an orderly classroom and adequate work environment for students
- attend professional development sessions for your division (for full-time teachers)
- mark student attendance and tardies (MS and HS teachers use PowerGrade)
- establish clear guidelines for classroom conduct
- record student discipline (MS/HS teachers use PowerGrade, ES teacher inform principal)
- write your class expectations (MS/HS write a paragraph description in PowerGrade, ES teachers send home a parent letter at the beginning of each semester) (Standard 8)
- establish clear grading procedures for student work (MS and HS set up standards in PowerGrade) (Standard 9)
- assign homework that is content rich and helpful to student learning (Standard 10)
- create grading rubrics to facilitate grading subjective student work
- record grades in a timely manner (MS/HS teacher use PowerGrade) and writing student comments at grade report time (Standard 9)
- write meaningful and helpful student comments on grade reports
- incorporate the ESLR's in your teaching and be able to demonstrate ways in which students apply these skills
- utilize ESL learning techniques when appropriate
- update your unit guides (Standard 6)
- evaluate your teaching with McREL standards
- coordinate your tests and projects on the calendar (HS teachers only)
- incorporate Biblical principles in your teaching (Standard 4)
- diversify your classroom teaching in age-appropriate manner using lecture, independent and group work, useful research, concept reinforcement, and so forth (Standard 11)
- prepare thorough and fair evaluative semester exams and proctor exams as noted on the schedule (HS teachers only)
- know and understand the *Student and Parent Handbook*
- teach your students the importance of academic honesty
- use appropriate technology in your lessons

- be actively involved in the teacher evaluation program
- offer after-school clubs and/or P period (ES teachers are required to offer one each quarter, HS teachers are expected to offer a P period option each semester) (Standard 17)
- comply by duty schedules accordingly (e.g. lunch, ES/MS recess, study hall, ES bulletin board, ES chapel schedule, etc.) and attending chapel services
- attend meetings in your area of responsibility
- communicate with department head and/or principal regarding resources and materials to include in the budget for upcoming school year
- model stewardship of resources and facilities
- provide a safe learning environment free of harassment, bullying, and prejudice (Standard 13)

Secondary Responsibilities

Secondary teaching responsibilities include meeting long-term expectations of good teachers. In striving to meet these expectations you will demonstrate growth as an educator.

- incorporate interdisciplinary (cross-subject area) teaching
- consult with other teachers
- employ strategies that meet the needs of diverse student learning styles (visual, auditory, kinesthetic/tactile)
- challenge students to higher level learning
- provide excellent students with enrichment learning
- expand the subject content in the classroom to include resources outside the school in our rich environment of Penang and Malaysia
- integrate cooperative learning methods in your teaching
- develop DisCourse Web for your courses (applies to HS teachers only)
- participate in professional growth by attending workshops and conferences
- attend special events pertaining to your students (e.g. music concerts, spiritual emphasis weeks, recitals, drama programs, sports games, etc.)
- correct and remind students of proper behavior even when it's not necessarily your responsibility to do so (e.g. attire, playground behavior, chapel decorum, concert etiquette, etc.)
- sponsor an organization or coach a team (e.g. forensics, drama, music, sports, junior and senior class, student council, NHS, etc.)
- assist school administration and counselors in proctoring ITBS tests
- keep your credentials up-to-date

Tertiary Responsibilities

Tertiary teaching responsibilities demonstrate an investment in the students that is exemplary. Competency in these areas enhances the school as a whole. Our desire is that you are striving to meet these expectations as an excellent teacher. In achieving these competencies you exceed expectations.

- pray for your students in specific ways on a regular basis

- invest in the lives of students at a deep relational level (e.g. having students in your home for meals, taking students on special trips with your family, etc.)
- challenge students in your classroom to evaluate their learning with God's teaching and apply new principles to their lives
- disciple students in their spiritual journey
- contribute to school betterment by helping in various roles outside your job description (e.g. Welcoming Committee, updating school handbooks, helping the school with marketing opportunities, etc.)
- volunteer to chair a committee
- assist the school in an active role with the accreditation process
- mentor a fellow teacher(s)
- teach/present sessions and/or workshops for professional development
- participate in the school's Parent Teacher Organization
- take time to get to know your students' parents and families outside of school time
- minister to and encouraging fellow staff members in tangible and specific ways (e.g. having colleagues over for a meal, praying with a colleague on a regular basis, developing accountability relationships, etc.)
- work to uphold the philosophy and goals of the school by respecting school authority and encourage those in administrative roles
- honor the staff covenant by seeking to resolve conflict in a godly manner and refrain from gossip and negative talk