



*Scotfield Christian School staff prayerfully helps students develop academically, spiritually, socially, and emotionally, equipping them to become mature, capable, and responsible Christians who live for the glory of God.*

*As a ministry of Eastside Community Church, our mission at Scotfield Christian School is to partner with families to provide children with an academically challenging education that is well-balanced, comprehensive, and integrated with Biblical truths within a nurturing, Christ-centered environment. We see Christ in every aspect of life – He is all and is in all – and teach students to view the world with that same lens.*

**Hired by:** Head of School

**Responsible to:** Head of School, Assistant Principal, Preschool Director

**Academic Preparation:** High School Diploma required, Associate/Bachelor's degree or willingness to pursue a bachelor's degree within a certain period of time preferred; 2+ years classroom experience preferred

**Physical:** Requires climbing stairs, standing, sitting, walking, running, bending, reaching chalkboard height, and lifting up to 30 lbs.

**Position Type:** Exempt employee paid on a salaried basis

**What we're looking for:**

- Engaged Christ-followers committed to discipling the next generation while ensuring an excellent academic education for all students
- Collaborative, coachable teammates who pursue growth with resilience

**As a staff, we are committed to these things:**

- We will place Christ at the center of all we do. (Colossians 3:17, 1 Corinthians 10:31)
- We will foster excellence, setting the bar high and expecting great results. We will learn to be resilient in failure and will never give up on one another. (Colossians 3:23)
- We will nurture the whole child - spiritually, academically, socially, and emotionally - as they individually need. (Proverbs 22:6, Luke 2:52)
- We will be unified to collaborate with one another, families, and the church in discipling the next generation. (Ephesians 4:3, 1 Thessalonians 5:11, Philippians 2:2-5)

**Qualifications:**

- High School Diploma or GED required, Associate degree/Bachelor's degree or willingness to pursue a bachelor's degree within a certain period of time preferred; 2+ years' classroom experience preferred

**It is expected that all SCS staff members will:**

- Seek God first and prioritizes the needs of students
- See families as partners, involving them as often as possible.
- Demonstrate the qualities of:
  - Enthusiasm, as a self-starter, encourager, and life-long learner.
  - Professionalism
    - Punctuality and consistency
    - Confidentiality
    - Mastery of the subject material
    - Use research-based, proven pedagogy to positively affect student learning
  - Collaboration with all stakeholders, especially colleagues
  - Flexibility, as a team player and in risk-taking. Resilience & perseverance are expected.
  - Integrity in all personal and professional matters
  - Kindness, sensitivity, and grace with all stakeholders
  - Spiritual Maturity - to lead and disciple the next generation
- Maintain a personal appearance that is attributed to a role model of cleanliness, modesty, and good taste consistent with school expectations.
- Represent the school in a favorable and professional manner at all times.
- Follow Matthew 18 in dealing with conflict with any stakeholder.
- Understand the physical/emotional development of children—particularly at the age level of the children being taught
- Demonstrate effective written & oral communication skills. Respond to parent communication in a timely manner - in person, via email, or on the phone.

**Instructional Assistant Expectations:**

- Execute instructional activities, following teacher direction and demonstration.
- Assist in preparation and planning of materials for classroom activities & assignments.
- Serve as a source of information to substitute teachers in the absence of the lead teacher.
- Support teachers and students in daily specials classes

**Pre-K and TK-specific expectations:**

*Note: Transitional Kindergarten provides a bridge between Pre-K and kindergarten by emphasizing school readiness, social-emotional development, and foundational academic skills in a developmentally appropriate setting.*

Teachers are responsible for planning and implementing instruction that reflects the developmental needs of Pre-K and TK students, including:

- Play-based and experiential learning
- Early literacy and numeracy foundations
- Fine and gross motor development
- Social-emotional skills such as cooperation, self-regulation, and communication
  
- Strengthening school readiness and executive functioning skills
- Early reading, writing, and math readiness
- Listening, following directions, and independent work habits
- Social-emotional maturity and peer interaction

**Work Schedule:**

- 190-day contract: 180 classroom instructional days plus 10 in-service, professional development, and/or work days.
- Daily hours: 30 minutes before instructional day begins (7:45am) until 15 minutes after student dismissal (3:45pm) (Friday staff devotions begin at 7:30am.
- Twice monthly staff meetings are on the first and third Wednesday from 3:45 - 4:45pm.
- Attend and participate in required school functions: open houses, Christmas program, spring program, graduation, one PTF sponsored social, one PTF sponsored parent education program, and one of the monthly PTF meetings.

\*This describes general information about the position, however, should not be considered comprehensive. Scotfield Christian School and Eastside Community Church reserve the right to modify job duties or descriptions at any time.

**NON-DISCRIMINATORY POLICY**

Scotfield Christian School and Eastside Community Church are equal opportunity employers and do not discriminate on the basis of age, race, color, sex, national and ethnic origin or any other basis prohibited by law when hiring, promoting, establishing wages, or providing benefits. As a faith-based institution based on biblical principles, Scotfield Christian School and Eastside Community Church hire employees who agree with the school's Mission Statement, 10 Foundational Truths and Deeply Held Beliefs, and adhere to biblical standards of conduct.