



JOB DESCRIPTION FOR LOGIC SCHOOL TEACHER 2022-23

CLASSIFICATION: Exempt
REPORTS TO: Logic School Headmaster
DATE: December 13, 2021

Purpose

The purpose of this position is to educate middle school-aged children (6th through 8th grades) using classical methods and a biblical worldview in order to prepare students with excellence to pursue God's truth, knowledge and wisdom, and to do so with diligence and perseverance.

Summary

The Logic School (LS) teacher provides instruction in an educational environment that capitalizes on middle school students' natural tendency to question and test what they are learning. Building upon the foundational knowledge acquired in Grammar School (stage 1 of the *trivium*), the teacher is expected to lead students as they challenge the truth, goodness and beauty of God's world through methods consistent with the second stage of the classical approach to learning known as the *logic* stage. Classes are discussion-based with an emphasis on recognizing causes and effects, as students are introduced to logic and debate. The instruction is deliberately structured to encourage development of critical and abstract thinking skills. The LS teacher will lead, instruct, disciple, and mentor students in a manner consistent with the School's Statement of Faith and the Portrait of a Geneva Teacher. The teacher will purposefully partner with parents in the education and spiritual development of their children. The LS teacher will partner collegially with other School employees and will actively pursue professional development.

Supervision Received and Exercised

The LS teacher receives direction from the Logic School Headmaster and occasionally from the grade team leader. The LS teacher must exercise judgment that is in keeping with the School's philosophy of education, beliefs and values, and with the approved curriculum. The LS Headmaster or designee will offer instruction, advice, direction and mentoring. The work is reviewed regularly and consistently.

The LS teacher exercises functional supervision over students and classroom environment.

Work Schedule

This is a full-time, academic year position. In general, the workday is 7:30 a.m. to 4:00 p.m., five days a week for ten months. However, as an exempt employee, the employee is expected to work beyond the workday to perform duties outlined in the job description and as assigned. There is a mandatory faculty meeting once a week.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Job Functions	Percentage of Time Spent
<p>Spiritual Leadership</p> <ul style="list-style-type: none"> • Study the Bible, God's only written Word • Skillfully articulate the personal/ethical implications of a lifelong faith commitment • Measure knowledge against the standard of God's revealed truth in Scripture • Actively participate in the explicitly religious components of the student and community programs • Demonstrate an overt commitment to the life of a church and its core traditions • Respect the School's Christian mission and values, and aid students in Christian formation by exemplifying Christian living, both in and out of the classroom • Be a positive role model for students by supporting the School's Statement of Faith and exemplifying the Portrait of a Geneva Teacher • Perform duties as a minister and steward of the Christian faith 	<p>These job functions are performed concurrently with those listed below.</p>
<p>Lesson Planning, Preparation and Presentation</p> <ul style="list-style-type: none"> • Demonstrate understanding of pedagogical knowledge, skills and objectives in a classical, Christian school • Establish a classroom environment that follows the classical methodology with a biblical world view • Implement the approved educational program • Develop, maintain and implement lesson plans, learning activities, schedules, etc. that fulfill the requirements of the School's curriculum program and show written evidence of preparation, as required • Review, revise and write curriculum, modifying plans based on student diagnostic and assessment results with LS Headmaster approval • Ensure that plans are available for use by substitutes and as needed to evidence appropriate instructional and learning strategies and activities • Establish clearly articulated standards for student academic performance 	<p>25%</p>

Essential Job Functions	Percentage of Time Spent
<p>Student Learning</p> <ul style="list-style-type: none"> • Convey information to students using a variety of modalities, e.g., auditory, visual, demonstrations, discovery, etc. • Use clear language and appropriate vocabulary, integrating new vocabulary within existing shared framework • Deliberately articulate how all subjects are interrelated, as parts of God’s integrated universe • Provide just, reliable, understandable grade/reward structures • Schedule and assign instructional activities, providing timely feedback on the results • Assess students’ learning and monitor students’ academic progress and personal growth toward stated objectives of instruction • Conduct ongoing assessment of student achievement through formal and informal testing • Explain to students the grades received and ensure understanding of how improvement might be possible • Provide private and public positive reinforcement for individual and group successes • Maintain student learning results by providing instructional feedback, reviews, coaching, counseling, tutoring, mentoring, etc. • Maintain records of students’ educational progress by documenting accomplishments, attendance and behavior using RenWeb 	<p style="text-align: center;">50%</p>
<p>Classroom Management</p> <ul style="list-style-type: none"> • Understand, embrace, interpret and apply Geneva School policies, procedures, and regulations affecting School operations and programs in accordance with the Logic School culture • Establish, articulate and maintain standards of student behavior to achieve a classroom climate conducive to learning and respect • Maintain personal classroom practices and deportment that foster an atmosphere of support and predictability for the students • Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students • Maintain a safe, organized, clean, and stimulating environment in the classroom • Manage student behavior in accordance with Logic School Handbook • Understand and implement the demerit system • Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities • Prioritize tasks, including non-urgent, but important matters • Compile, maintain, and file all reports, records, and other documents required • Know and understand safety procedures including training in first aid and CPR 	<p style="text-align: center;">15%</p>

<p>Communication</p> <ul style="list-style-type: none"> • Establish meaningful emotional/psychological engagement with students, finding creative and appropriate ways to be involved in students' outside-the-class lives without compromising privacy • Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members • Maintain godly relationships with parents, other staff members and the community • Communicate proactively with parents through email, notes, phone calls and conferences to inform them about School programs and/or to discuss student progress • Support parents by providing academic information, suggesting available educational and social resources, addressing concerns, and answering questions and requests with LS Headmaster input and support • Offer times and willingly meet with students and/or parents before/after school as needed 	<p>10%</p>
<p>Professionalism</p> <ul style="list-style-type: none"> • Demonstrate commitment and loyalty to the School and the teaching profession through speech, punctuality, dress, attitude, and attention to duties • Present a consistent and reliable demeanor to students • Collaborate with staff, co-workers, and administration in a cooperative, professional atmosphere • Accept constructive feedback to affect personal and professional growth • Develop and maintain professional competence and continuous improvement through active participation in professional development activities and/or professional organizations • Attend and participate in faculty meetings and staff development activities, as required • Comply with the policies in the Geneva School Employee Handbook • Perform other duties as assigned 	<p>These job functions are performed concurrently with those listed above.</p>

Essential Requirements

- A disciple of Jesus Christ and as such, one who models a love for God through obedience to His Word; such obedience is evidenced through convictions, lifestyle and worldview
- A full and unreserved supporter of the School's Statement of Faith
- A teacher of middle and/or upper school students with a minimum of three years teaching experience in an educational or ministerial setting
- A person who loves middle school students and sees what others may perceive as challenges of the age group as opportunities for ministry
- A mentor of students, comfortable in working with teenagers in a discipleship-oriented setting
- A holder of a Bachelor's degree or its equivalent

Required Abilities

- Exhibit consistent Christian maturity
- Exercise wisdom, diplomacy and integrity while maintaining a high level of professionalism
- Communicate clearly and effectively, both orally and in writing
- Apply behavioral and academic standards justly with patience and consistency
- Demonstrate commitment to the well-being of others

- Maintain highest level of confidentiality in all matters relating to students, families and fellow employees
- Take independent action where required and handle unique problems
- Multi-task with the ability to adapt quickly to changing situations
- Understand, interpret and apply Geneva School policies, procedures, and regulations affecting School operations and programs
- Make decisions in emergency situations with or without the input of the LS Headmaster

Required Technical Abilities

- Proficient in MS Word and Outlook
- Type at a speed necessary for successful job performance

Preferred Experience and Abilities

- Knowledge of and experience with the philosophy of classical Christian education
- Five years teaching experience in an educational setting
- Experience with RenWeb (used for lesson plans, grade book, communications, etc.) and ParentSquare (used for general communications with students and families)
- For math and science teachers: experience with Smart boards and other equipment necessary to meet learning objectives

Work Environment

- Classroom on open school campus

Physical and Mental Requirements

- Regular walking with ability to observe all students movements in the classroom, on the fields, and other campus locations
- Close visual acuity for viewing a computer monitor, preparing and analyzing data and figures, transcribing and reading
- Hearing: ability to perceive sounds at normal speaking levels with or without correction
- Speaking: expressing ideas by means of the spoken word to convey instructions to students, parents and other employees
- Occasional lifting of 5 to 20 pounds
- Ability to access other school classrooms and offices on campus
- Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting as needed for monitoring students and maintaining classroom
- Maintain emotional control under stress; work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.