



## JOB DESCRIPTION FOR RHETORIC SCHOOL TEACHER 2022-2023

**CLASSIFICATION:** Exempt

**REPORTS TO:** Rhetoric School Headmaster

**DATE:** March 9, 2022

---

### **Purpose**

The purpose of this position is to educate high school-aged students (9<sup>th</sup> through 12<sup>th</sup> grades) using classical methods and a biblical worldview in order to prepare students with excellence to diligently pursue God's truth, knowledge and wisdom in order to winsomely and persuasively communicate their thoughts both orally and in writing.

### **Summary**

The Rhetoric School (RS) teacher provides instruction in an educational environment where students defend a love for God's created order as they explain the truth, goodness and beauty of His world through methods consistent with the third stage of the classical approach to learning known as the *rhetoric* stage. The focus here is on teaching students how to form clear, eloquent arguments, and to communicate and defend these ideas via a written and oral thesis at the end of the senior year. Accordingly, most classes are discussion-based with an emphasis on sound logical and rhetorical principles across all disciplines. The RS 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 RS teacher will partner collegially with other School employees and will actively pursue intellectual and professional development.

### **Supervision Received and Exercised**

The RS teacher receives direction from the Rhetoric School Headmaster, the Department Head and the Dean of Curriculum & Instruction. The RS teacher must exercise judgment that is in keeping with the School's philosophy of education, beliefs and values, and with the approved curriculum. The RS Headmaster or designee will offer instruction, advice, direction and mentoring. The work is reviewed regularly and consistently.

The RS 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 or department 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><b>Spiritual Leadership</b></p> <ul style="list-style-type: none"> <li>• Study the Bible, God’s only written Word</li> <li>• Skillfully articulate the personal/ethical implications of a lifelong faith commitment</li> <li>• Measure knowledge against the standard of God’s revealed truth in Scripture</li> <li>• Actively participate in the explicitly religious components of the student and community programs</li> <li>• Demonstrate an overt commitment to the life of a church and its core traditions</li> <li>• 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</li> <li>• Be a positive role model for students by supporting the School’s Statement of Faith and exemplifying the Portrait of a Geneva Teacher</li> <li>• Perform duties as a minister and steward of the Christian faith</li> </ul>	<p>These job functions are performed concurrently with those listed below.</p>
<p><b>Lesson Planning, Preparation and Presentation</b></p> <ul style="list-style-type: none"> <li>• Demonstrate understanding of pedagogical knowledge, skills and objectives in a classical, Christian school</li> <li>• Establish a classroom environment that follows the classical methodology with a biblical worldview</li> <li>• Implement the approved educational program</li> <li>• 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</li> <li>• With Academic Dean approval, review, revise and write a syllabus and curriculum, modifying plans based on student progress and assessment</li> <li>• Meet all RenWeb and LMS entry deadlines for lesson plans and homework and update as needed</li> <li>• Establish clearly articulated standards for student academic performance</li> </ul>	<p>25%</p>
<p><b>Student Learning</b></p> <ul style="list-style-type: none"> <li>• Convey information to students in ways that support the classical methodology and are appropriate for teenagers</li> <li>• Use clear language and appropriate vocabulary, avoiding teen colloquialisms and speech</li> <li>• Deliberately articulate and demonstrate how the subject relates to other subjects, thus demonstrating God’s integrated universe</li> <li>• Provide just, reliable, understandable grade/reward structures</li> </ul>	<p>50%</p>

Essential Job Functions	Percentage of Time Spent
<p><b>Student Learning</b> (continued)</p> <ul style="list-style-type: none"> <li>• Schedule and assign instructional activities and homework with clear goals, providing timely feedback on the results</li> <li>• Assess students' learning and monitor students' academic progress and personal growth toward stated objectives of instruction</li> <li>• Conduct ongoing assessment of student achievement through formal and informal testing</li> <li>• Explain to students the grades received and ensure understanding of how improvement might be possible</li> <li>• Provide private and public positive reinforcement for individual and group successes</li> <li>• Maintain student learning results by providing instructional feedback, reviews, coaching, counseling, tutoring, mentoring, etc.</li> <li>• Maintain records of students' educational progress by documenting accomplishments, attendance and behavior using RenWeb</li> </ul>	
<p><b>Classroom Management</b></p> <ul style="list-style-type: none"> <li>• Understand, embrace, interpret and apply Geneva School policies, procedures, and regulations affecting School operations and programs in accordance with the Rhetoric School culture</li> <li>• Establish, articulate and maintain standards of student behavior to achieve a classroom climate conducive to learning and respect</li> <li>• Maintain personal classroom practices and deportment that foster an atmosphere of support and predictability for the students</li> <li>• Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students</li> <li>• Maintain a safe, organized, clean, and stimulating environment in the classroom</li> <li>• Manage student behavior in accordance with Rhetoric School Handbook</li> <li>• Understand and implement the demerit and House Point systems</li> <li>• Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities</li> <li>• Prioritize tasks, including non-urgent, but important matters</li> <li>• Compile, maintain, and file all reports, records, and other documents required</li> <li>• Know and understand safety procedures including training in first aid and CPR</li> </ul>	15%

Essential Job Functions	Percentage of Time Spent
<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Establish meaningful emotional/psychological engagement with students, finding occasional appropriate ways to be involved in students' outside-the class lives without compromising privacy (for example: attending occasional athletic events or plays)</li> <li>• Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members</li> <li>• Maintain godly relationships with parents, other staff members and the community</li> <li>• Communicate proactively with parents through email, notes, phone calls and conferences to inform them about the class and/or to discuss student progress</li> <li>• Support parents by providing academic information, suggesting available educational and social resources, addressing concerns, and answering questions and requests with RS Headmaster input and support</li> <li>• Answer all emails and phone calls in a timely fashion and be available for appointments with parents</li> </ul>	<p>10%</p>
<p><b>Professionalism</b></p> <ul style="list-style-type: none"> <li>• Demonstrate commitment and loyalty to the School and the teaching profession through speech, punctuality, dress, attitude, and attention to duties</li> <li>• Present a consistent and reliable demeanor to students</li> <li>• Collaborate with staff, co-workers, and administration in a cooperative, professional atmosphere</li> <li>• Accept constructive feedback to affect personal and professional growth</li> <li>• Develop and maintain professional competence and continuous improvement through active participation in professional development activities and/or professional organizations</li> <li>• Attend and participate in faculty meetings and staff development activities, as required</li> <li>• Comply with the policies in the Geneva School Employee Handbook</li> <li>• Perform other duties as assigned</li> </ul>	<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 high 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 RS 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

**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.*