

International Christian Schools

Reaching the world for Christ Faculty Job description and rules of conduct

Our mission statement and vision:

All those who decide to teach at one of our Christian Schools you will become part of a mission team designed to win souls, train believers, building an Independent, fundamental, Baptist church. We realize that only God can do the building, but that He chooses us to take part. We therefore ask for the best and most dedicated. We consider each American teacher who comes to work in the School as a short or long term Missionary teacher. He or she will therefore be subject to the following job expectations:

The faculty at the School agrees to abide by the job description, which includes General Job Expectations, Classroom Expectations, Extra Curricular Responsibilities, Ministry Expectations, Physical Requirements, Standard of Conduct Expectations, and compliance with our Mission Statement as expressed above:

Ministry expectations:

1. Must attend all church services
2. Must participate in the weekly soul-winning program
3. Must attend any extra curricular church activities
4. Must be willing to assist in any other ministry of the church deemed necessary by the Pastor (Sunday School, Bible Clubs, bus ministry, etc.)

General Job expectations are to:

1. Attend all regularly scheduled faculty meetings.
2. Be on the job during the prescribed hours established by the administration for orientation, the work days of the school year, and the final work week at the end of the school year.
3. Accept teaching assignments established by the administration.
4. Accept extra-curricular responsibilities as assigned by the administration.
5. Readily support student activities throughout the school year.
6. Be actively involved in the spiritual life of the school through participation in weekly chapels, classroom and faculty devotionals, and exemplifying Christ likeness in the daily contact with the students and fellow faculty members.
7. Communicate with the principal and /or vice principal regarding appropriate details on student behavior as well as regular communication with the parents.
8. Support the regulations established by the school through active enforcement.

Classroom expectations:

1. Doing careful long range and daily planning
2. Having clear and specific objectives for teaching
3. Individualizing assignments to need of each student
4. being competent in academic knowledge of subjects being taught
5. Providing a physically attractive environment for learning which includes:
 - a. Neat and orderly desks
 - b. Periodically changing bulletin boards and decorations
 - c. Avoiding a cluttered appearance

Classroom expectations (continued):

6. Maintaining classroom discipline in conformity with the school-wide discipline standards
7. Preparing and recording lesson plans as well as student assignments
8. Checking and evaluating student performance on all issued assignments
9. Averaging and recording all grades in accordance to the deadlines set by the principal.
10. Being responsible for periodic appraisal of student used equipment and books.

Extra Curricular Responsibilities:

1. Supervise and control student's conduct at chapels, assemblies, games, field trips, and special school activities.
3. Plan to support and attend whenever possible activities and events sponsored by the various departments throughout the school year. (I.e. games, plays, science fairs, athletic events, etc.)
4. Assume responsibility for organization and cleanliness in all common areas, (lounge, copy room, etc.)

Physical Requirements:

1. Must be physically able to move from student to student in supervision of individual and group assignments and activities.
2. Must have the physical stamina to remain alert in the fulfillment of job obligation for the normal work day plus share in extra-curricular responsibilities.
3. Must report any handicaps, prescribed medications, absences due to illness or other physical limitations to the principal with initial application for work, or before the following working day for those who are currently on staff.

Standard of Conduct Expectations:

Men

1. Must have accepted the Lord Jesus Christ as personal Savior.
2. Must have been scripturally baptized in a New Testament Church.
3. Must be an active member of a Baptist church (some churches are baptistic in doctrine, principle, and practice but do not carry the name Baptist. These will be considered on an individual basis)
4. Abstain from: smoking, the use of alcoholic beverages, the use of non-prescription drugs, the use of profane language, rock music, dancing, and worldliness in general.
5. Conduct oneself in such a way as not to be a stumbling block to anyone.
6. All men must maintain short hair (over the ears and off the collar; no spike hairdos).
7. All men must button shirts up with only the top button open.
8. All men must wear ties, dress or khaki pants, and dress shoes to all church services and to work each day.
9. When not at work men may wear jeans or other long pants. No shorts will be allowed.
10. No necklaces, bracelets, or excessive rings will be worn by men.

Ladies

11. All ladies must wear skirts or dresses at all times in and out of classes. Uniforms are worn for school and skirts and dresses for church services.
12. All dresses and skirts will be below the knee. Slits may never rise above the standard.
13. Long and loose jean skirts may be worn outside of classes and to outside activities when announced by the pastor. All culottes must be below the knee and very loose. No walking shorts of any kind are permitted.
14. All blouses must be loose and only one button unbuttoned. No stretch or baby shirts are permitted. No sleeveless shirts or sleeveless dresses are allowed.
15. We also ask that all ladies use discretion in the amount of makeup and jewelry that is used. Earrings can be no larger than a quarter.
16. All ladies must wear their hair so as to reflect the appearance of a lady. No excessively short hair or boyish hair is permitted.
17. No contemporary or Charismatic type music will be permitted as this contradicts the type of music permitted in the church services.
18. All missionary teachers will recognize and submit to the Pastoral staff of the church. All missionary teachers will also recognize and submit to the authority of any director or principal in the school.