



Mountainview Christian School TEACHER JOB DESCRIPTION

General Description:

The teacher is responsible to instruct and challenge the students academically, creating a stimulating and disciplined learning environment. The educational atmosphere should provide students with the opportunity to fulfill their potential for intellectual, spiritual, physical, emotional, and social development. This person is responsible for planning and presenting direct instruction that will result in students achieving success in accordance with Mountainview Christian School Board policies.

Qualifications:

- Must agree with the Mountainview Statement of Faith, demonstrate a clear testimony of faith in Jesus Christ, and feel called of God to pursue a teaching role at Mountainview.
- Must have a Bachelor's degree in a field related to the area of teaching.
- Must be willing to complete the ACSI Philosophy of Education course material prior to or during service at Mountainview
- Must be certified or certifiable by ACSI
- Must have received an acceptable report from psychological testing during the application process.
- Must have received an acceptable report of physical health from a licensed doctor during the application process.
- Teaching experience is preferred.

Term Length: Minimum of two years is preferred.

Work Schedule:

- The teacher's school-year commitment runs from the first day of teacher meetings before the opening of school through the last day of teacher meetings after the closing of school.
- Full-time teachers are expected to arrive promptly and stay on campus from 7:15 AM to 3:00 PM (elementary) or 3:15pm (secondary). Specific morning, afternoon and lunch duties are assigned annually according to school needs.
- Teachers are expected to attend all teachers' meetings unless prior permission is given.
- Teachers will have school-year breaks off but if a teacher meeting or retreat is scheduled during break, teachers are expected to attend.
- All teachers are expected to attend weekly chapels, sitting with students.

Provided Benefits:

Summary of Mountainview Christian School Benefit Plan 2017-2018

ANNUAL STIPEND: An annual stipend will be given, according to the appropriate years of service to MCS and the stipend procedures

TUITION: Tuition is free for up to three* dependents of staff members. If both spouses are working at the MCS then the benefit is up to 4 children.

CONTINUING EDUCATION: After one year of service teachers may seek pre-approval from the superintendent for continuing education classes/courses. Up to US \$ 2,500.00 per year may be reimbursed for pre-approved classes/courses.

MEDICAL INSURANCE: Major medical, life, and evacuation insurance is available if you

do not already have medical coverage. Annual premium is paid by MCS. Any and all deductibles are staff members'

AIRFARE: Staff and dependents, up to four*, are provided with the most economical air travel from home of record to MCS on a two year rotational basis. Excess luggage and exit fees are not covered.

LEGAL DOCUMENTATION: Initial Visa costs are the responsibility of the staff member (approx. \$100). Subsequent visa costs are provided by the MCS.

TAXES: Indonesian taxes are covered by MCS. Home of record taxes are the responsibility of the staff

HOUSING: Basic furnished housing is provided**. Internet, landline phone and or cell phone is not

UTILITIES: MCS will pay Rp 350.000 per month towards the electricity and water utilities per household to help cover these costs. Any amount above this allowance is the staff member responsibility.

(*This limit applies to families hired from the 2014-2015 school onwards.)

(** See house furnishings list.)

I. Authority:

Every teacher has been granted authority by the Mountainview School Board and school administration to manage their classroom and develop instructional programs according to their personal teaching style as long as the plans and practices do not contradict the educational philosophy of the school, the policies outlined in the Teacher Handbook and follow the curriculum guide for each class.

II. Accountability:

Teachers are directly accountable to the respective principal. Teachers will be observed at least twice during the school year by a school administrator and feedback from that observation will be provided. Each year, every teacher will also complete a self-evaluation using the instrument provided by the school administration. In addition, they will receive an annual written review prepared by their respective principal and may have a conference with the superintendent to discuss that review. Teachers will meet with an administrator, at least once a year, preferably before the end of the first semester. This meeting will be used to discuss any relevant matters from the teacher's or administrator's perspective.

III. Professional Practice and Responsibilities

- Meets Specific Obligations
 - Completes ACSI certification by the beginning of the third year of service
 - Has signed the Memo of Understanding [MOU] with the school
 - Has read the Teacher Handbook
 - Creates lesson plans before the beginning of each week
- Professional/Personal Learning and Growth
 - Participates in school-based professional development, the school committee model, and the on-going ACSI school improvement plan
 - Seeks fellowship with God through the Word and prayers on a regular basis and actively pursues spiritual growth by participating regularly in a fellowship with the body of Christ
 - Is a reflective and a continuous learner, evidenced by success in defining and implementing personal development goals in the annual professional

- development plan.
- [If in the first two years of employment] Is making steady progress toward completion of the Philosophy of Christian Education course by the end of the second year
- Planning and Assessment
 - Demonstrates knowledge and is up-to-date in the content area
 - Demonstrates thoughtful long-range planning, meeting the objectives in the curriculum map for each course
 - Creates lesson plans which define objectives, resources, assessment, and activities which provide several types of learning
 - Planning reflects awareness of students' diversity and learning styles, giving equal opportunities for learning to all students.
 - Plans the effective use of technology to enhance instruction
 - Effectively plans assessment of student learning using a variety of assessments, and demonstrates knowledge of student differences
 - Provides useful assessment tools, and grades and returns corrected student work in an effective, helpful, and timely manner
- Instruction
 - Makes learning objectives clear to students
 - Gives clear directions and explanations
 - Uses appropriate and quality questioning/discussion strategies
 - Engages students so that they actively participate in the lesson
 - Has appropriate structure/pacing of lesson
 - Demonstrates enthusiasm and communicates relevance to students
 - Provides helpful feedback to students and refines instructional strategies as needed
 - Maintains a high level of interaction between student and teacher and utilizes appropriately varied instructional techniques
 - Follows the Individual Educational Plan [IEP] for special needs students
 - Incorporates biblical integration into lessons regularly
 - Provides a lesson summary and review at the end of the lesson
- Learning Environment
 - Utilizes scriptural principles in developing and maintaining a supportive and positive climate conducive to academic excellence
 - Maintains appropriate standards of behavior with students by establishing and communicating clear rules and routines
 - Monitors student behavior and disciplines in a loving way and in accordance with the Respect Agreement when a student acts inappropriately
 - Gives equal opportunities for learning to all students and is sensitive to students' diversity and learning styles
 - Promotes confidence and perseverance in students to stimulate increased personal responsibility for achieving the goals of the curriculum
 - Organizes room so that it is safe, practical, and useful, promoting teacher proximity to students and making it engaging for learning
 - Creates effective wall displays that enhance learning and that promote biblical integration.
- Interpersonal Relationships and Communication
 - Mentors students by developing grace-oriented, encouraging, and understanding relationships
 - Models a personal relationship with Christ in and out of the classroom, demonstrating maturity and wisdom

- Has constructive and cooperative interactions with parents, being careful especially to communicate any concerns
- Works well with colleagues to promote teamwork and a positive school culture
- Prepares students to be responsible and mature, helping them to internalize godly, scriptural principles for Christian Living
- Represents Christ to students and seeks to lead them into a deeper relationship with him.
- Professional Responsibilities
 - Has clear grading and classroom management policies and communicates them to students and parents the first week of class
 - Keeps online gradebook up-to-date, and submits/enters grades, interims, and other reports on time
 - Follows and supports school policies, enforcing them with students
 - Arrives to school on time and does not leave early; is a visible presence while students arrive and depart and change classes
 - Is available and on task during school hours
 - Shares responsibility for accomplishing the goals and objectives of the school, including willing participation in committee work and in organizing special school-day and extra-curricular activities
 - Performs assigned duties
 - Speaks and dresses appropriately for teaching responsibilities, Christian testimony, and cultural sensitivity
 - Checks mailbox and email daily and reads all school-related communications daily
 - Fulfills Dorm assistance responsibilities each semester

III. Termination:

The ministry of a faculty member may be terminated by the school with four months' notice, or immediately, should the superintendent determine that there is sufficient reason. A faculty member may terminate his contract with four months' notice. Illness, injury, or family responsibilities which cause a teacher to be unable to perform his duties for an unreasonable amount of time will not be considered a termination unless so designated by the superintendent in conference with the faculty member.

Special Considerations:

Dorm Duty: In order to support MCS two operating dormitories, all full time teachers are expected to occasionally supervise the dorm. See Dorm Coverage Responsibilities for more information.

Notes on Teacher Dress: Teachers are expected to wear professional, business casual clothing during school hours.

Outside Commitments: Teaching is a full-time job. When you consider the time needed for good lesson planning, paper grading, extra-curricular activities, dorm coverage and working with struggling students, and then you add in the stresses of adjusting to a new culture, learning a new language and (for singles) adjusting to a new housemate, you'll see why we ask first-year teachers not to take on ANY outside responsibilities. Even experienced teachers are discouraged from committing to outside efforts that may take away time or drain energy from the work they have been called here to do. No teacher should make a regular commitment to any non-school ministry without first discussing it with the principal. **Each work permit is granted by the Indonesian government on the**

clear agreement that the ONLY source of employment and income in Indonesia is Mountainview Christian School. Thus, expatriate staff members may not accept other paid employment. This includes tutoring anyone for a fee.

Other Notes Concerning Tutoring:

- Because our facilities are built and maintained by school fees, all on-campus tutoring (volunteer, of course) is limited to current Mountainview students or to students who have already been admitted for the coming school year.
- Teachers may make photocopies as needed for tutoring current MCS students only. All photocopying for personal use is to be paid for by the teacher at the current rate. This would include photocopying for tutoring non-MCS students.
- MCS materials (books, computers, programs, workbooks, etc.) are not to be used in tutoring non-MCS students. To photocopy these materials is a violation of copyright. To take them off campus is to expose them to unnecessary wear and to risk loss. If you have questions, see the principal.

Doctrinal Differences: Mountainview is an inter-denominational school which ministers to the educational and spiritual needs of children from many churches and denominations as well as children from non-Christian homes. Whether in Bible class or when using biblical integration in another class, it is important to teach subjects that have different interpretations with a sensitivity to the background of the variety of students here at Mountainview.

It is our policy to present both (or all) sides of issues in order to present them adequately and fairly to our students. Teachers are cautioned that their opinion carries a lot of weight in the students' eyes. On issues where Christians disagree, teachers should never just present their own opinion. Teachers should encourage students to discuss questions with their Christian parents as well. Teachers must not allow sensitive topics to become argumentative subjects in the classroom but help students learn how to discuss calmly varying beliefs or doctrines in an atmosphere of Christian love.

Teachers must esteem the privilege of each student to believe however he chooses. It is not the policy of Mountainview that students must agree to the doctrinal position of the teachers or of the school. A student's grade should never be influenced by his honestly expressed opinion.

FACULTY CLASSIFICATIONS

Foreign Hire Faculty Qualifications

- Must have a high degree of spiritual maturity; ability to lead and guide youth in areas of spiritual and social development.
- Must have a minimum of a bachelor's degree from an accredited college or university in Australia, England or North America; in lieu of this, must have sufficient technical expertise and experience to teach in a technical area.
- Should, if possible, hold a teacher's certificate (or adequate teacher training) and/or have experience teaching in elementary or secondary school.
- Must accept and support Mountainview's Mission and Vision Statements, Distinctives, Statement of Faith, and Philosophy of Education.

Local Hire Faculty

Full-time Local National Faculty

- Compensation will be set according to the government salary scale and medical and other benefits are provided by the school as described in the "Statuta Peraturan Perusahaan/Kepegawaian.")

- Academic qualifications will be determined by the faculty needs at the time of hiring and in accordance with government regulations.
- Spiritual qualifications will be the same as that for an expatriate faculty member.

Expatriate Faculty Hired Locally

- Any expatriate teaching a class must have a work permit secured by Mountainview. However, volunteer adult assistance is accepted with the approval of the appropriate principal and working under the supervision of a faculty member.
- Hiring is the responsibility of the superintendent.
- Qualifications and goals will be the same as that for a full-time expatriate faculty member.
- Responsibilities will be the same as for other expatriate faculty unless special arrangements have been made.

Part-time Teachers

- Definition: Part-time teachers may be local-hire or the spouse of a full-time faculty member.
- Qualifications: Usually the same as a full-time teacher.
- Work Schedule: As negotiated (less than 20 teaching/duty hours per week)
- Benefits: As negotiated.
- Accountability & Responsibility: Same as a full-time teacher.
- Special Considerations: Part-time teachers are typically excused from Dorm Duty and from restrictions on Outside Commitment