

# TEACHER JOB DESCRIPTION

## General Description:

Responsible for instructing and challenging the students academically, creating a stimulating and disciplined learning environment. Create an educational atmosphere that provides students with the opportunity to fulfill their potential for intellectual, spiritual, physical, emotional, and social development. Responsible for planning and presenting direct instruction that will result in students achieving success in accordance with Mountainview Christian School Board policies. Reports directly to Building Principals

## Qualifications

- Must agree with the Mountainview Statement of Faith, demonstrate a clear testimony of faith in Jesus Christ, and feel called by 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
- Must be certified or certifiable by ACSI
- 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

**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. Participation fees (for athletics, field trips, class activities, Senior Class Graduation Fee) are a personal expense.

**CONTINUING EDUCATION:** After one year of service teachers may seek pre-approval from the Head of School for continuing education classes/courses. Up to Rp27.000.000,00 per year may be reimbursed\* for pre-approved classes/courses that apply to current job description. Reimbursement intended for tuition expenses only. Expenses for travel, lodging, and books are personal.

**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 total tickets\*, are provided with the most economical air travel from home of record to MCS on a two year rotational basis (following two complete school years of service). 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's responsibility.

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

### **Support Considerations for new staff members**

**FURLOUGH:** Personal expenses incurred during furlough are the responsibility of the staff member; no stipend is paid during furlough. It is important when raising support to consider the expenses you will have during furlough. Furloughs should be scheduled with communication to both the staff member's support agency (if applicable) and the school administration. Travel expenses and other financial support may be available for pre-approved recruitment services carried out by staff members while on furlough.

**REPATRIATION:** Upon completion of the term of service at Mountainview Christian School, staff members will have various expenses related to their repatriation. It is important for staff members to take these expenses into consideration when you are raising support. Such expenses could include: rent for a place to live, down payment for a car or money for a lease, funds for living expenses prior to starting new employment...

**SALARY:** The living wage, or stipend, provided by the school is enough for most people to "make ends meet" with a little left over for some entertainment and travel. However, other expenses that may be important to staff members may need to be covered by raised support. For example, you may want to raise funds to buy a computer or a motorcycle if you hope to serve for an extended period of time at Mountainview. If you hope to travel throughout Indonesia or Asia, pursue extensive language learning or support other ministries in Indonesia, you may also want to raise additional funds for that.

**OTHER:** Each staff member should determine what amount they should raise to set aside for retirement. For families with children, it may be important to consider raising support for post-secondary education.

#### **Notes:**

1. The provision of all benefits is contingent upon fulfillment of contractual obligations described in the Memo of Understanding and the Teacher Handbook.
2. In the unlikely event of the dissolution of the school, benefits are not considered accrued liabilities.

## **TEACHER JOB DESCRIPTION DETAILS**

### **I. Authority**

Every teacher has been granted authority by the Mountainview School Board, Head of School, and School Principal to manage his/her classroom and develop instructional programs according to his/her 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 (based on academic standards) 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 Head of School 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 Faculty Handbook
  - Submit weekly lesson plans to respective principal before the beginning of each week
- Professional/Personal Learning and Growth
  - Participates in school-based professional development 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
  - Have clear grading and classroom management policies and communicates them to students and parents the first week of class
  - Keeps online gradebook (Renweb) up-to-date, and submits/enters grades on time

- Follows and supports school policies, enforcing them with students
- Arrives to school on time and stay until completion of work day; 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

#### **IV. Christian Behavior and Professional Ethics**

Mountainview Christian School's Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality and humanity's relationship with God and one another, is the sole and final source of all that we believe. For the purpose of Mountainview Christian School's faith, doctrine, practice, policy and discipline, the Mountainview Christian School Board is Mountainview Christian School's final interpretative authority on the Bible's meaning and application.

Mountainview Christian School is committed to the Bible and its authority regarding all matters of Christian faith and living. Mountainview Christian School employees are expected to conduct themselves in a way that will reflect the biblical perspective of integrity and morality, personally and professionally at all times. Employees are expected to adhere to the laws of Indonesia.

Furthermore, in order to preserve the function and integrity of Mountainview Christian School and provide a biblical role model to students and the community, it is imperative that all persons employed by Mountainview Christian School in any capacity agree to and abide by this statement of Christian Behavior and Professional Ethics.

An employee is expected to demonstrate:

- compassionate love for others
- an ability to develop trusting, transparent, professional relationships with students
- a commitment to discipleship and Christian service
- respect for all individuals, regardless of race, gender, denomination or religion
- a teachable spirit
- a willingness to live contentedly under authority, including submission to policies and procedures
- honesty and integrity
- fairness and justice
- unity of the Faith, including the practice of Spiritual Gifts
- active, regular participation in an organized church/fellowship for the purpose of spiritual growth
- sensitivity and discretion in regard to potentially offensive public behavior, such as:
  - use of tobacco,
  - use of alcoholic beverages,
  - offensive language,
  - immodest attire,
  - media choices
- accountability to God through:
  - commitment to openness in healthy spiritual relationships
  - mutual encouragement
  - mutual confession of sin
  - intentionally "sharpening" each other (Proverbs 27:17)
  - bearing one another's burdens

The following activities are prohibited:

- possession or use of pornographic materials
- profanity
- promotion or involvement in the occult
- propagation of beliefs that conflict with the Mountainview statement of faith
- promotion or use of excessive violence
- possession, use, or promotion of unauthorized controlled substances or illegal drugs



- drunkenness
- abusive behavior
- harassment
- child abuse
- promotion or involvement in unbiblical sexual conduct, as defined below.

Based upon the teaching of the Bible that marriage between husband and wife is a sacred institution, and sexual conduct is to be within the context of marriage alone, Mountainview Christian School believes that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union. (Gen 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (Mt 19:4-6) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe abstinence from other sexual conduct to be required by the Bible. Employees are expected not only to abstain from premarital, extra-marital, bisexual, bestial, incestuous and homosexual forms of sexual conduct, but also from provocative sexual behavior that falls short of biblical purity. The school holds to a standard that marriage is a covenant and that divorce should not be condoned. In the case of an employee who divorces or separates while employed by Mountainview Christian School, continuing employment will be considered on the basis of the circumstances of the divorce or separation.

Based upon the teaching of the Bible, Mountainview Christian School believes that God wonderfully and immutably creates each person as male and female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27) Acceptance of one’s biological sex is an affirmation of the image of God within that person; therefore employees will live in accordance with the gender that God has assigned to them.

Based upon the teaching of the Bible, Mountainview Christian School believes that every person must be afforded compassion, love, kindness, respect and dignity. (Mark 12:28-31) Hateful and harassing behavior or attitudes directed towards any individual are to be repudiated and are not in accord with the Bible nor Mountainview Christian School’s Statement of Faith.

When a violation of this policy is suspected, the Head of School, at his/her discretion, may place the employee on a leave of absence. If an investigation confirms that a violation has taken place, the Head of School may discipline the employee by placing a letter of reprimand in the employee's file, or other action deemed appropriate. In cases of a confirmed violation of a serious nature, the Head of School, in consultation with the School Board and the employee's supporting agency (if applicable), may require counseling, probation, or the termination of employment

## **V. Contract Renewal**

By October 31 of the final year in a Teacher’s contract, the Head of School will inform the Teacher in writing of the intent to renew his/her contract for an additional school year(s). If an additional contract is offered, the Teacher will affirm his/her intention to continue as a Mountainview employee in writing by October 15th.

## **VI. Probationary Status**

Expatriate employees may be placed on probationary status by the Head of School for failure to meet the standards of professional practice established by Mountainview and/or the failure to follow the established policies and procedures of the school. Probationary status may continue for up to a maximum of two school years before an employee is dismissed.

Employees placed on probationary status will be notified in writing and a copy will be placed in their permanent personnel file. Probationary Status requires employee to commit to an Improvement Plan with specific goals, timeline, and line of accountability.

Probationary status employees will be contracted for only one year at a time. Any probationary status employee may be dismissed at any time if the Head of School determines it is in the best interest of Mountainview. A probationary status employee being considered for dismissal will be notified in writing.

## **VII. Resignation**

Resignation is a termination of the contract at the initiation of the employee. The employee must submit a letter of resignation to the Head of School at least six months prior to the effective date of the resignation, unless extenuating circumstances exist. Resignations may be accepted by the Head of School. The Head of School is authorized to





accept resignations without a twenty working day notice if the employee has established that reasonable extenuating circumstances exist. Resignations will be reported to the School Board.

Compensation for the unfinished contract and all benefits and allowances will be calculated on a prorated basis of the portion of the contract fulfilled. Any unearned salary and benefits already paid will be deducted from remaining compensation due. If the compensation due is insufficient to cover overpayment, the person will be asked to reimburse Mountainview for the excess amount.

### **VIII. Termination**

The ministry of a faculty member may be terminated by the Head of School with four months' notice, or immediately, should the Head of School determine that there is sufficient reason. Cause for dismissal may include, but is not limited to, any one or more of the following: violation of Christian Behavior and Professional Ethics, absence without supervisor approval (abandonment of position), neglect of duty, insubordination, disaffirmation of Mountainview's "Statement of Faith", or any conduct tending to bring discredit upon the school or upon the teacher that causes a diminishing of his/her effectiveness as a Christian role model for the students of Mountainview Christian School. Terminations will be reported to the School Board prior to final confirmation. 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 Head of School in conference with the faculty member.

Compensation for the unfinished contract and all salary and benefits will be calculated on a prorated basis of the portion of the contract fulfilled. Any salary and benefits already paid will be deducted from remaining compensation due. The dismissed person will be asked to reimburse Mountainview Christian School if salary and benefits already paid exceed the compensation due.

A record of the dismissal and the supporting reasons shall be kept in the employee's permanent personnel file.

## **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
- Should 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 Head of School.
- 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 are locally-hired
- Qualifications: The same as a full-time teacher, If expatriate, must secure a work permit
- 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