



SHEPHERD *of the* HILLS

CALVARY CHAPEL

527 Hoffmansville Road, Bechtelsville PA, 19505 | 610-754-6446 | info@soth.church

Position Description

Position: Calvary Chapel Academy Teacher

Reports to: Sr. Pastor

Supervises: N/A

Classification: Salaried, Part-time (10 hours/week)

Schedule: Mon & Wed: 8:30-12:30 during the school year

Job Summary:

This position consists of leading a classroom of elementary and middle school aged students (grades 1-6).

Teachers are expected to arrive on time and prepared with a daily lesson adapted from the established curriculum. Lessons should be engaging, interactive, and designed to encourage students to participate and think. In addition, the lessons should challenge students to grow in both knowledge and ability.

Areas we are currently accepting applications for include:

- **History**
- **Science**

Qualifications: The successful candidate will be:

- A believer in the Lord Jesus Christ
- One who affirms the church's statement of faith, and the Calvary Chapel Distinctives
 - (Any disagreement must be disclosed during the hiring process)
- In regular attendance with their family (if married/has children) at Shepherd of the Hills or a like-minded church.
- If they are married, their spouse is supportive of their ministry
- Able to lead a classroom and establish themselves as the authority in the room.
- Able to work with volunteer parents in the delivery of course materials and instruction.
- Experienced with office equipment (ex: computers, printers, multi-line phones, email, fax, etc.)
- College and/or teaching experience is appreciated but not necessarily required
- One with a friendly disposition to others
- Patient with others
- Highly organized and able to multi-task
- Considers this a service in the Kingdom, and not just a "job"



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Responsibilities:

- Carry out the vision of the senior pastor
- Attend meetings as needed and/or scheduled
- Send emails and/or make calls
- Organize volunteers
- Hold conferences with parents as needed and/or scheduled
- Participate in school-wide activities and field trips
- Coordinate with other teachers
- Provide constructive feedback to students and parents as needed, in love, and with the intent of building up.
- Deliver engaging lessons for periods lasting up to 1 hour.
- Light cleaning as needed
- Making phone calls for various reasons
- Other duties as may be assigned...

While this list of duties contains items which a teacher will be expected to perform on a regular basis, the nature of ministry work means other tasks not on this list may arise, which will require this person's assistance. We strive for a team environment at Shepherd of the Hills, meaning we all often help where needed, even if it is not within the scope of a "normal" day. While these kinds of tasks will be the exception and not the rule, the expectation is help will be provided if, when, and where needed.

This position is considered a security-sensitive position due to the proximity of children required. As such, a background will be required as part of the screening process in accordance with state law, and any offer of employment will be contingent upon satisfactory background.

As a church, we reserve the right to hire those individuals who share and affirm our doctrinal beliefs.