



CLASSROOM TEACHER JOB DESCRIPTION (revised, 5/25)

Employment Type: Full-time

Status: Exempt

Annual Salary: \$37,500-\$45,000 (depending on education, experience, and capacity)

Work hours: 8am-4pm, Monday through Friday (occasional participation in Saturday Open Houses for supporters if needed)

Reports to: Executive Director

Mission Statement: The purpose of New Song Mission is to equip children for life, through the love of Christ Jesus.

Ministry Overview: New Song Mission, Inc. is a 501 (c)(3) nonprofit Christian ministry that provides transformational growth opportunities for vulnerable children through holistic, compassionate care on a 100-acre children's home campus, by the grace of God. We offer safe, loving homes, a tailored education, biblical discipleship, and enriching experiences to disadvantaged boys and girls so that they will grow and thrive in life. Through this holistic care, significant mentoring relationships, and the transforming love of Jesus, children will become fully equipped to fulfill God's wonderful purpose for their lives. New Song's educational campus community is located in beautiful Brown County, Indiana where children live in a family-like, Christian environment, to the glory of God.

General Job Description: The Classroom Teacher provides general oversight of all of New Song educational program. The Classroom teacher is a Christian mentor to our students, living out his or her Christian values in the classroom and leading a lifestyle that models positive Christian character. The Classroom Teacher provides biblical guidance through which God can transform the students' lives in Christ. Teachers are a part of a larger ministry team which seeks the holistic growth and transformation of the boys and girls in our care.

The responsibility of the Classroom Teacher is to oversee and provide a safe, enriching, and motivating educational environment for the children in New Song's care. The Classroom Teacher plans, organizes, and implements New Song's Academic program. The Classroom Teacher will ensure an orderly, structured environment where students are held to high standards of conduct and accountability, while ensuring that students are personally encouraged and individually assisted in their academic efforts and that their academic successes are celebrated. Summer work includes helping support our ministry's summer camps and planning for the upcoming school year.

School Setting. Instruction at New Song takes place in two small, adjoining classrooms. Core subjects are taught through a very interactive online curriculum. Teachers and tutors come alongside students to personally assist them as they work through their core subjects. Group instruction is also provided in subjects such as Bible, Science, Leadership, Health, Physical Education, Spanish, and other classes. Our unique scenic campus setting provides opportunities for outdoor learning.

Essential Job Expectations: A New Song Teacher is expected, by God's grace to fulfill the following goals:

1. Spiritual Foundation. The Teacher will:

- Model a personal relationship with Jesus Christ
- Encourage students to have a personal faith in Christ
- Disciple the students in Christian principles using God's word

2. Instructional Activities. The Teacher will engage, educate, and assist students and ministry in the following ways:

- Assessing: The teacher will assess new and current students, developing an awareness of the individual abilities and needs of students
- Tutoring: Core subjects are taught through an interactive, online curriculum that is strongly supported by tutoring. The Classroom Teacher will tutor students during core subjects and will provide oversight and direction of classroom tutors
- Teaching: Supplemental subjects are taught in a group setting, and the Classroom Teacher will plan and teach group classes and oversee others who provide group classroom instruction
- Planning: The Classroom Teacher will plan and implement a variety of activities and experiences such as field trips, service opportunities, and inviting guest speakers into the classroom
- Monitoring: The Classroom Teacher will monitor each student's progress in their core subject matter to ensure adequate progress

3. Educational Environment. The Classroom Teacher will help to create and sustain a positive, engaging, and orderly educational environment in the following ways:

- Ensuring that the classroom reflects a clean, organized, and professional environment
- Implementing behavioral management tools, techniques, and training to create and maintain a positive, productive, and harmonious learning environment
- Showing patience and kindness with students while firmly and consistently holding them to New Song's classroom behavioral standards
- Integrating the scriptures and a Christian worldview throughout the curriculum and learning activities
- Planning and implementing a variety of activities and experiences such as field trips, service opportunities, inviting guest speakers into the classroom, etc. that will benefit the educational experience of our students
- Maintain a cooperative, collaborative spirit with New Song administrators, house parents, other staff members and volunteers
- Demonstrate a desire to grow as a professional educator

4. Online Learning Oversight and Implementation. As the core educational subjects at New Song are delivered primarily through an online curriculum, the Classroom Teacher will:

- Provide oversight and implementation of the online curriculum our school uses (currently Time4Learning)
- Adjust daily online assignments of students as needed

5. Other. Other responsibilities of the Classroom Teacher include:

- Incorporating various supplemental resources into student curriculum to enhance learning experiences
- Overseeing screen break and active break student recreation
- Providing academic progress reports to school administrators and transferring schools as requested
- Creating periodic classroom newsletters for our students and their parents
- Creating 9-week report cards for students and their parents
- Entering student behavioral challenges into school record-keeping system

6. Summertime Assistance

- The Classroom Teacher will provide some assistance during New Song's summer camp weeks, as well as prepare for the coming school year. The Classroom Teacher will have four weeks off during the summer.

Pillars of Student Success: The following three pillars have led to a great deal of student success at New Song and are highly valued:

1. Personalized Instruction: A hallmark of New Song's educational program is meeting the students' academic needs in a very personalized way. The Classroom Teacher will ensure that the individual needs of each student are met through personal support so that students are equipped to learn and grow in their God-given potential. Students must be encouraged and aided throughout the school day, and their successes and accomplishments must be celebrated with enthusiasm, no matter how large or small those achievements might be.

2. Collaboration: This administrator will have a collaborative mindset and welcome the input of colleagues, embracing the holistic care the ministry provides. The educational program is part of a larger ministry that comprehensively meets all the physical, emotional, spiritual, and educational needs of boys and girls through a variety of programs and opportunities we provide boys and girls. Therefore, all key decisions in our educational program must be made in the context of the broader ministry and must be decided upon in conjunction and dialogue with other ministry leaders and with the approval of our Executive Director. Working together, New Song will maintain and grow in its ability to have a holistic, transformative impact on students' lives, by the grace of God.

3. Classroom Structure and Student Accountability: New Song students thrive the best in a highly structured classroom environment where they are held accountable for their school work and behavioral difficulties. Addressing student behavior must be done in accordance New Song's. Structure, routine, and predictability are essential for student success.

Qualifications:

Christian Faith: Has received Jesus Christ as their personal Lord and Savior and demonstrates a mature faith in the Lord

Unconditional Love: Loves children unconditionally and demonstrates this love appropriately

Educational Requirements: College diploma in the field of Education, Social Work, or a degree related to children's services; Indiana State Teaching license

Experience: Has knowledge of the physical and emotional development of children who have grown up in chaotic, dysfunctional backgrounds and is willing to learn more about how to work with such children

Student Respect: Has the ability to command the respect of children who have behavioral difficulties

Student Conflict: Can work in a conflictual environment while maintaining personal emotional strength through security in the Lord

Student Discipleship: Has the capacity and desire to learn how to disciple children in the Lord

Classroom Management: Can manage a multi-grade classroom setting and has a willingness to learn and grow in this area through training and mentorship

Personal characteristics: Possesses those personal characteristics which are necessary and beneficial to effectively teach vulnerable at-risk children and manage a classroom environment

Statement of Faith, Culture, Guiding Principles, & Core Values: Commitment to New Song's Statement of Faith, Culture, Guiding Principles, & Core Values Statement

Physical Capacity: Has the physical capacity to fulfill each of the duties and responsibilities listed, as well as physical activities such as general lifting, light athletics, and school outings

Continuous Learning: Demonstrates the desire and ability to continually learn and grow in the position

Valid Driver's License: Has and maintains a valid driver's license and be able to operate a ministry vehicle to transport children without restrictions

General Qualifications: Meets the general qualifications for employment as outlined in the personnel policies