



## **Bible Teacher/Dean of Spiritual Life Job Description**

Tri-State Christian School is seeking to fill the role of full-time Jr. High/High School Bible teacher and Dean of Spiritual Life. The position is year-round: full-time from August-May and part-time June and July. The salary for this position will range from \$40,000 - \$55,000 depending on education and experience. Interested applicants should email their resumes and testimonies to the Head of School, Mrs. Amy Rush (arush@tscs.org).

### **Qualifications and Experience**

The ideal candidate will have earned a B.S/B.A. Degree in Theology/Biblical Studies, or a similar focus. It is strongly preferred that the candidate have experience teaching the Word of God in a group setting (*e.g.*, church, Bible study, classroom). Experience teaching and/or working with youth is also desired. The candidate should have a call to teach in a Christian school. The candidate must be a mature born-again Christian, capable of modeling exemplary Christian character and leadership befitting a teacher at a Christian school. The candidate must have an excellent knowledge of scripture and be known as someone “who correctly handles the word of truth” (2 Timothy 2:15). The candidate must also have a heart to shepherd and disciple youth.

### **Bible Teaching Responsibilities**

- Teach 7th-12th grade Bible classes (currently 3 courses, each taught twice per day)
- Work with Emmaus University to keep the dual enrollment courses aligned
- Miscellaneous teacher duties as assigned (lunch supervision, study halls, ministry team, *etc.*)
- Work with the administration to select and administer quality and effective school-wide spiritual assessments
- Build relationships with students, families, and other stakeholders by attending school activities

### **Dean of Spiritual Life Responsibilities**

#### **Professional Relationships**

- Reports to Head of School
- Collaborates closely with school principals
- Maintains coordinated and mutually-supportive relationships with other faculty and staff
- Partner with community churches and youth groups

#### **Primary Responsibilities**

##### **School-wide**

- Work with administration, teachers, and students to help create and maintain a flourishing spiritual school culture
- Work with administration to train teachers to implement Biblical worldview teaching
- Help evaluate and mentor teachers to grow in teaching Biblically

##### **Middle School and High School**

- Develop spiritual student-focused leadership teams
- Plan, oversee, and run the secondary school chapel program including in the chapel speaker rotation
- Provide spiritual/emotional support for students
- Develop a multi-year vision for spiritual life on campus

- Develop and oversee community service opportunities and collaborations with other ministries

#### **Teachers and Staff**

- Provide spiritual support
- Lead devotions as needed

#### **Qualities and Qualifications**

##### **Spiritual**

- Agrees with, and will live according to, TSCS Statements of Faith and Conduct
- Faithfully attends and actively engages with a local evangelical church whose fundamental beliefs are in agreement with the Statement of Faith of this school
- Feels called to work with youth in guiding their spiritual formation and understands the uniqueness of middle school and high school students

##### **Personal**

- Is a humble and confident servant leader
- Is innovative and visionary toward positive change
- Is motivational
- Is discipleship minded
- Strives for excellence
- Is highly relational
- Enthusiastically embraces and supports the mission of Tri-State Christian School

##### **Professional**

- Treats students, their parents, employees and TSCS business partners with respect and dignity
- Participates in on-going professional development following consultation with the Head of School
- Communicates well and in a timely fashion
- Values teamwork and appropriately delegates
- Encourages while holding others accountable
- Flexibility

##### **Qualifications**

- Organizational and time management skills, with the ability to multitask and prioritize work
- Problem solving skills and attention to detail
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient computer skills, familiar with Google apps

#### **The applicant must be able to:**

- Lift at least 25 pounds
- Provide a written testimony of faith in Jesus Christ as Savior
- Pass a mandatory background check

#### **Teaching duties and responsibilities of the position include but are not limited to:**

- Study, pray and seek out God's direction in their teaching ministry while employed at TSCS
- Under the direction of the principal, be responsible to carry out the instructional programs, policies, and procedures of the school
- With input from the principal, prepare and implement a personal plan of spiritual, professional and personal growth
- Work cooperatively and interact well with the principal, staff, parents and others concerned with students
- Work toward achieving curriculum objectives with the principal
- Review lessons and student evaluation results to determine if student needs are being met

- Determine the effectiveness of his or her own teaching performance through self-evaluation and reflection
- Maintain a classroom atmosphere that is conducive to learning
- Teach effectively, a full range of students, from elementary-high school
- Develop the program
- Develop spiritual maturity of each student through integrating, applying, and communicating Biblical truth