



**Job Title:** Upper School Teacher

**Reports to:** Head of Upper School

**Qualifications:**

- Required Bachelor's degree or certification in related fields
- Preferred Bachelor's degree in subject specific content

**Hiring Positions for:**

- Math, Science, Latin, Humanities, Bible

**Character Qualities**

- Personal faith in Jesus Christ defines and informs all aspects of life
- Remains in good standing with a local church
- Consistently models humility, grace, strength of character, and the fruit of the Spirit
- Intentionally pursues community and develops genuine relationships with students, parents, and staff
- Maintains a personal appearance that is professional and modest

**Relational Qualities**

- Possesses good people skills and speaks with clear articulation
- Respectfully submits and is loyal to constituted authority
- Is able to solve problems, and respect confidentiality
- Willing to serve and assist the physical education teacher
- Acts objectively when own children are attending VPA

**Salary**

- Starting pay for a 3-day teacher- \$25,800
  - \$2,000 stipend for teacher's certification
  - \$2,000 stipend for applicable Master's Degree
- Starting pay for a 5-day teacher- \$41,700
  - \$3,333 stipend for teacher's certification
  - \$3,333 stipend for applicable master's degree
- 3-day and 5-day teachers receive the following tuition remission rates:
  - In the teacher's first year- 25% tuition remission
  - In the teacher's third year- 35% tuition remission
  - In the teacher's fifth year and beyond- 50% tuition remission

**Role Specific Responsibilities**

- Demonstrates a mastery of the subject material assigned.
- Uses valid teaching techniques to achieve curriculum goals and affect student learning.
- Teaches classes assigned and scheduled by the Headmaster (or Board).
- Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
- Prepares and submits weekly lesson plans for review by the Headmaster (or Board).
- Complies with all Valor policies and procedures and attends all required meetings including but not limited to parent conferences, faculty meetings, devotions, school functions and trainings.



- Employs a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child – spiritual, mental, physical, social, and emotional.
- Plans through approved channels the balanced use of field trips, guest lecturers and other media.
- Prepares weekly assignment sheets for the satellite classroom time supervised by parents at home, using this time effectively for drill, review, enrichment, discussion, or project work.
- Assesses the learning of students on a regular basis and provides progress reports as required.
- Keeps proper discipline in the classroom and on the school premises for a good teaching environment.
- Seeks to role-model in speech, actions, and attitude a consistent daily walk with Jesus Christ; sets an example of the importance of spiritual discipline; and encourages students in the importance of a personal relationship with Jesus Christ and growing in their faith.
- Follows established guidelines for dealing with students, parents, administration, and staff; demonstrates support for the role of parents as primarily responsible before God for their child's education and assists them in that task.
- Cooperates with the administration in implementing all policies, procedures, and directives governing the operation of the school.
- Maintains regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
- Keeps students, parents, and the administration adequately informed of deficiencies and gives sufficient notice of failure.
- Maintains a clean, attractive, well-ordered classroom.
- Accepts a share of responsibility for extra-curricular activities assigned