



## Arthur Christian School

1637 State Hwy 133

Arthur, IL 61911

POSTED: 3/8/22

### Specialized Instruction Job Description

#### General Description

**Job summary:** *Arthur Christian School is seeking a qualified individual to provide extra instruction and tutoring to students. The Specialized Instructor will work in conjunction with the student's primary teacher to develop a plan to supplement and enhance instruction in areas of need as well as provide spiritual discipleship for the students in his/her care.*

**Hired by:** ACS Administration

**Responsible to:** Principal

**Supervises:** Students and volunteers

**Evaluated:** An annual written evaluation is provided by the Principal

**Type of position:** This is a contracted, exempt employee that is paid on a salaried basis.

#### ACS Culture

It is expected that the Specialized Instructor will expect the following of themselves and the students in their care

...

- Honor God and each other.
- Seek an alive God and interact with Him daily.
- Be a family.
- Be a people of hope, kindness, and worship.
- Be an empowered and victorious people through the Holy Spirit

#### ACS Expectations

It is expected that the Specialized Instructor will expect the following of themselves and the students in their care

...



- Worship God (with everything)
- Have a vision (hope and dream)
- Be a learner, not a finisher (growth over grades)
- Lean into struggle (do hard things)
- Own your education
- Own our culture

### **Required Spiritual Qualities**

It is expected that the Specialized Instructor will ...

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Believe and actively support the school's statement of faith (attached).
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
- Evidence the fruit of the Spirit in dealing with people.
- Share the Christian faith with others.
- Have a Christ-centered home.
- Actively participate in a local Bible-believing church.

### **Required Professional Qualities**

It is expected that the Specialized Instructor will ...

- Hold a bachelor's degree from an accredited postsecondary institution. Non-degreed individuals will be considered if they can show evidence of adequate preparation and experience.
- Demonstrate a reasonable level of computer literacy, having a basic proficiency in doing word processing, creating and using a spreadsheet, e-mailing, and accessing the Internet.
- Possess evidence of other adequate preparation, background, or experience as determined by the school administrator.

### **Required Personal Qualities**

It is expected that the Specialized Instructor will ...

- Sign and live by the school's lifestyle statement (attached) as a condition for employment and continued employment in this ministry.



- Have the spiritual maturity, academic ability, and personal leadership qualities to “train a child in the way he should go” (Prov. 22:6, NIV).
- Be an enthusiastic visionary, an encourager, and a self-starter with a high energy level.
- Demonstrate sensitivity toward staff, parent, volunteers, and children, and an ability to interact effectively with them.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the classroom and school.
- Develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
- Defend principles and conviction in the face of pressure and partisan influence.
- Recognize her or his mistakes and take measures to correct them.
- Be a team player.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to constituted authority.
- Make an effort to appreciate and understand the uniqueness of the community.
- Place her or his school ministry ahead of other jobs or volunteer activities.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.

### **Essential Job Functions—Accountabilities**

It is expected that the Specialized Instructor will ...

#### **Spiritual Leadership**

- Have a conviction that God has called her or him to Christian school ministry.
- Reflect the purpose of the school, which is to honor Christ in every class and in every activity.
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.
- Motivate students to accept God’s gift of salvation, and be a Christian witness and role model to them in order to help them grow in their faith.
- Lead students to a realization of their self-worth in Christ.
- Ensure that the classroom work environment is Christian-based, nurturing, wholesome, and loving.
- Work with the administration and staff to address the spiritual formation needs of the students.
- Carry out Christ-centered counseling with students and staff.

#### **Academic Leadership**

- Have a thorough knowledge and understanding of the Christian philosophy of education that will help in



providing leadership and guidance in the school's development of and commitment to a Christian worldview.

- Have knowledge of the school's curriculum, standards, and mission.
- Integrate biblical principles and the Christian worldview throughout the curriculum and activities.
- Tutor students as assigned following the prescribed scope and sequence as scheduled by the administration.
- Have knowledge of the physical/emotional development of children—particularly at the age level of the children being taught—and understand the problems they face.
- Plan a program of study that as much as possible meets the individual needs, interests, and abilities of the students, challenging them to do their best work.
- Employ 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.
- Regularly assess the learning of students, and provide progress reports as required.
- Respond in a timely manner to parent complaints and to parent requests for help or information.
- Participate in continuous professional development through professional reading, college course work, in-services, workshops, and conferences.

#### **Administrative Leadership**

- Have the ability to accomplish the goals and objectives assigned by the school administration and school policy.
- Help the staff, students, and volunteers function efficiently, effectively, and productively.
- Understand supervision and how to lead in a positive manner.
- Provide a good learning environment by keeping proper discipline in the classroom, the gym, and other places on the school premises.
- Meet regularly with other staff members to ensure coordination of programs and prompt problem resolution.
- Provide input as needed for the school master calendar.
- Maintain a physical presence with the students by attending and, when possible, participating in school chapels, assemblies, athletics events, and other presentations.
- Participate in beginning-of-year staff orientation, staff devotionals, staff meetings, and parent/teacher fellowship meetings.
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents, or staff.
- Keep students, parents, and the administration adequately informed of student progress or deficiencies and give sufficient notice of student failure.
- Know the procedures for dealing with emergency situations in the classroom and school. Conduct required emergency safety drills in coordination with school leadership.
- Report to the appropriate individuals any campus safety, health, and maintenance needs that are observed.
- Inform the administration in a timely manner if unable to fulfill any assigned duty.



- Deal directly and frankly with the school administration in an earnest effort to resolve differences of opinion when they exist.

### **Additional Duties or Responsibilities**

It is expected that the Specialized Instructor will ...

- Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
- Participate in the school's development programs and activities in areas of constituency relations, fund-raising, and student recruitment and retention.
- Ensure that provision is made for the accountability and securing of all funds collected in the classroom.
- Supervise extracurricular activities, organizations, and outings as assigned.
- Support the broader program of the school by attending extracurricular activities when possible.
- Involve parents in prayer and volunteerism as appropriate.
- Maintain a clean, attractive, and well-ordered classroom.
- Participate in the end-of-year school closing process, such as the inventorying of textbooks, furniture, and equipment.
- Perform any other duties that may be assigned by the administration.



## Arthur Christian School Statement of Faith

**Arthur Christian School  
Mission Statement  
“Empowering students to be  
a people of hope through  
Christian character  
development, discipleship  
and quality education  
programs.”**

We believe in:

1. The inspiration of the Bible, equal in all parts and without error in its origin. (Jeremiah 10:10, 2 Timothy 3:16, John 17:14)
2. The one God, eternally existent Father, Son, and Holy Spirit, who created man by a direct immediate act. (2 Corinthians 13:14, Genesis 1:27)
3. The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, Ascension to Heaven and the visible second coming of the Lord Jesus Christ. (John 17:5, Romans 8:3, John 1:14, Matthew 1:18-25, 2 Corinthians 5:21, Mark 4:35-41, Mark 9:14-29, John 9:1-41, John 6:1-14, 1 Peter 2:21-25, 1 Corinthians 15:3-4, Acts 1:9-12)
4. The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the bodily resurrection of all to life or damnation. (Genesis 3:1-24, Titus 3:5, John 5:24-25, Matthew 25:41)
5. The spiritual relationship of all believers in the Lord Jesus Christ living a life of righteous works, separated from the world, witnesses of His saving grace through the ministry of the Holy Spirit. (James 2:14-26, Romans 12:2, Titus 3:4-7)
6. The Church as a called body of believers-an "ekklesia"-picked out chosen, or called out of the world's system, and therefore of necessity, distinct and separate, from the State. (John 18:36, 1 Peter 2:9, 2 Corinthians 6:17)
7. The Sovereignty of God over both the Church and the State, assigning to each her own distinctive functions.
  - 7.1. The State "is the minister of God, a revenger to execute wrath upon him that doeth evil." Romans 13:4b. This is God's sovereign right reserved unto Himself, distinctly apart from the role of the Church. (Romans 12:19, Proverbs 21:1, Daniel 4:17, 25 & 32)
  - 7.2. The Church, by contrast is called to practice under any and all circumstances a way of love (Matthew 5:38-48) to which the State cannot attain. (2 Corinthians 10:3-4, 1 Peter 3:9, 2 Timothy 2:24)
8. Due respect, honor, prayer support to civil authorities at all times, and conscientious obedience to all laws that do not conflict with God's order for the Church. (1 Timothy 2:2)
9. God created mankind in His image: male (man) and female (woman), sexually different but with equal personal dignity. (Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11)
10. God created and ordered human sexuality to the permanent, exclusive, comprehensive, and conjugal "one flesh" union of man and woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. (Genesis 1:27, Genesis 2:24, Matthew 19:4-6, Mark 10:5-9, Romans 1:26-27, 1 Corinthians 6:9-11, Ephesians 5:25-27, Revelation 19:7-9, Revelation 21:2)

### **NOTICE OF NON-DISCRIMINATORY POLICY**

We do not discriminate on the basis of sex, race, color, nationality or ethnic origin. We do reserve the right to deny admission or employment to any individual who cannot benefit from enrollment based on past academic achievement, or whose personal life is not in harmony with the stated philosophy and purpose of Arthur Christian School.



# Physical Requirements to Fulfill the Essential Functions of This Position

Specialized Instructor

FREQUENCY OF REQUIRED USE/EXPOSURE

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
OUTDOOR DUTY	X		
• COLD (50 deg. F or lower)	X		
• HEAT (90 deg. F or higher)	X		
GASES/FUMES/DUST	X		
CHEMICALS/SOLVENTS	X		
NOISE		X	
HIGH STRESS	X		
INTERRUPTIONS	X		
NEED FOR FREQUENT RESTROOM BREAKS		X	
OVERTIME NECESSARY			
CLIMBING STAIRS	X		
CRAWLING	X		
STANDING		X	
SITTING		X	
WALKING		X	
RUNNING	X		
KNEELING	X		
BENDING	X		
REACHING OVER SHOULDER	X		
REACH CHALKBD HEIGHT		X	
PUSHING	X		
PULLING	X		
<b>MOVING HEAVY ITEMS</b>			
LIFTING/LOWERING:			
Up to 20 lbs	X		
Up to 50 lbs	X		
More than 50 lbs			
LIFTING OVER SHOULDER:			
Up to 20 lbs	X		
Up to 50 lbs			
More than 50 lbs			
CARRYING:			
Up to 20 lbs	X		
Up to 50 lbs	X		
More than 50 lbs			

OPERATE MACHINERY	OCCASIONAL	FREQUENT	DAILY
TELEPHONE	X		
FAX	X		
COPIER		X	
COMPUTER		X	
PRINTER		X	
CALCULATOR	X		
OVERHEAD PROJECTOR	X		
AV EQUIPMENT		X	
OTHER (Please list)			
OTHER REQUIREMENTS	OCCASIONAL	FREQUENT	DAILY
ON-TIME ARRIVAL			X
REGULAR ATTENDANCE			X
SUMMON EMERGENCY HELP	X		
APPLY CPR/FIRST AID	X		
LEAD FIELD TRIPS	X		
COMMUNICATE DATA	X		
PREPARE REPORTS	X		
VISUAL ACUITY: Near		X	
VISUAL ACUITY: Far		X	
COLOR DISCRIMINATION	X		
SPEAK CLEARLY			X
HEAR CLEARLY			X
MANUAL DEXTERITY	X		
EYE/HAND COORDINATION	X		
DRIVING	X		
FLYING			

Date job description last reviewed: 3/8/22

Reviewed by: Greg Mast



## Arthur Christian School Lifestyle Statement

Arthur Christian School expects all of its employees, as well as its volunteers who have unsupervised access to children, to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a ministry position, as an employee, or as a volunteer at this school, I, \_\_\_\_\_ (print name) recognize, understand, and agree to live by the Christian moral standards of the school.

Arthur Christian School is a religious, nonprofit organization representing Jesus Christ throughout the local community. Arthur Christian School requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9–10, 1 Tim. 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

The Arthur Christian School Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity and homosexual behavior or any other violation of the unique roles of male and female (Rom. 1:21–27, 1 Cor. 6:9–20). Arthur Christian School believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Arthur Christian School employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of Arthur Christian School that each employee will have a lifestyle in which “He may have the preeminence” (Col. 1:18, NKJV).

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of Arthur Christian School.

Applicants Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

Administrator’s Signature *after* discussion with applicant/volunteer:

\_\_\_\_\_ Date: \_\_\_\_\_