



Position Title: Full-Time Middle School Teacher  
Description: Language Arts and Social Studies Teacher  
Reports to: Elementary/Middle School Principal  
Hours: 40 Hours per week of school  
Pay: Commensurate with experience  
Work Location: The Potter's House Elementary/Middle School

**Qualifications Required:**

1. Bachelor's degree or higher in secondary education from an accredited institution
2. Michigan teaching certificate
3. Highly qualified and certified to teach Language Arts and Social Studies at the 6<sup>th</sup> - 8<sup>th</sup> grade level
4. Strong commitment to the Christian faith in keeping with The Potter's House statement of faith
5. Loyal and supportive of The Potter's House mission

**Qualifications Desired:**

1. Experience preferred but not mandatory
2. Spanish speaking preferred but not mandatory

**Job Expectations:**

- A. Committed to a Christian lifestyle
1. Commitment to obeying Christ
  2. Have a regular and active devotional life
  3. Practice love, joy, peace, patience, kindness, self-control, gentleness, faithfulness, and truthfulness
  4. Model biblical principles in making choices
  5. Be humble in spirit but bold in Christ-like practice
  6. Be conscientious and responsible
- B. Demonstrate accountability
1. Attend morning prayers faithfully
  2. Follow the procedures and policies as described in the policy manual, staff handbook, or as directed by the administrator
  3. Peer-coaching: provide suggestions and assistance to fellow teachers
  4. Work with consultants to promote a smooth transition of curriculum and student behavior from classroom to specials
  5. Attend and participate in Wednesday afternoon team meeting to develop curriculum and problem solving
- C. Instructional planning
1. Translate the school's student outcomes into specific objectives for lessons suitable to the age level and developmental needs of the students
  2. Select and use curricular materials that will help students achieve these outcomes
  3. Plan teaching-learning experiences that help each student achieve the stated objectives
  4. Plan units that help students see wholeness and relevance in learning
  5. Plan lessons that connect biblical principles to concepts about God's world
  6. Plan a variety of teaching strategies to match the learning styles of the students
  7. Choose content that helps students see the variety and the integrity of God's creation.
  8. Select in advance the means of assessment to measure student's learning for a lesson or unit

9. Plan and implement lessons that teach students active response to God and learning about His creation (i.e. service, conservation, etc.)
10. Serve on curriculum and extracurricular committees

D. Teaching

1. Responsible for the total classroom management in and out of his or her assigned area
2. Use class time well with activities that engage students' attention and have a clear purpose
3. Give clear directions and well-organized examples and explanation
4. Listen carefully to student's ideas and apply them to the lesson
5. Use questions and explanations that promote clear thinking and awe in students
6. Show interest and wonder in all learning through gestures, body movement, and voice inflection
7. Compose useful analogies to connect what students are learning to what they have already learned
8. Communicate regularly with parents what curriculum is being taught in the classroom

E. Student Relations

1. Establish a climate of love and care
2. Define responsible Christian behavior for students, including guidelines and consequences for good and bad behavior in the classroom
3. Help students learn self-discipline through appropriate correcting, discipline, and counseling
4. Provide organized learning that helps students support and learn from each other
5. Develop positive relationships with each student and be able to identify their specific strengths, interests, and/or challenges.

F. Professional Growth

1. Take responsibility for all tasks related to the classroom, parent communication, and to some extent, the broader school community
2. Keep current in scholarship on teaching, the purposes of Christian education, and subject area
3. Work constructively with colleagues and administration by contributing ideas and listening to the ideas of others
4. Articulate in writing and speaking how Christian faith integrates with teaching

G. Community Relations

1. Communicate regularly with parents about their child's progress and needs
2. Celebrate Christian education in the broader community
3. Assist the development department in raising contributions for student scholarships
4. Participate actively in the community, especially the church community
5. Model love for Christ and students beyond the school day and campus

H. Supporting the total school program

1. Perform recess duty
2. Perform after-school duty to assist in safe dismissal of students
3. Take turns planning and leading worship
4. Carry out any duty related to students as requested or assigned by administration

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

To apply for the position posted, please send your resume and two letters of reference, Attn: Mark Ponstine, The Potter's House School, 810 Van Raalte Dr SW, Grand Rapids, Mi 49509, and/or email them to: [mponstine@tphgr.org](mailto:mponstine@tphgr.org) noting the position title in the subject line.