



Position Title: Teacher of English Language Learners
Reports to: Elementary and Middle School Principal
Evaluated by: Elementary and Middle School Principal
Pay: Commensurate with experience
Work Location: The Potter's House Elementary and Middle School

Qualifications Required:

1. Highly qualified and certified to teach elementary and middle school language arts.
2. Strong commitment to the Christian faith in keeping with The Potter's House statement of faith.
3. Loyal and supportive of The Potter's House mission.

Qualifications Desired:

1. Spanish speaking preferred.
2. Michigan English as a Second Language Endorsement

Specific Job Expectations:

1. Teach English to the approximately 50 students who qualify as English Language Learners (ELLs) through regular small group pull-out and push-in instruction.
2. Oversee the administration of the World-class Instructional Design and Assessment (WIDA) screeners and annual testing for ELL students to determine their language instruction levels.
3. Work with teachers to implement Sheltered Instruction Observation Protocol (SIOP) strategies for classroom learning.
4. Develop relationships with families/guardians of ELL students and assist with translation for school and classroom information.

General Teacher Job Expectations:

1. Teachers at The Potter's House will be committed to a Christian lifestyle demonstrating
 - a. A commitment to obeying Christ.
 - b. Have a regular and active devotional life.
 - c. Practice love, joy, peace, patience, kindness, self-control, gentleness, faithfulness, and truthfulness.
 - d. Model biblical principles in making choices.
 - e. Be humble in spirit but bold in Christ-like practice.
 - f. Be conscientious and responsible.
2. Teachers at The Potter's House are expected to demonstrate accountability by
 - a. Attending morning prayers faithfully.
 - b. Following the procedures and policies as described in the policy manual, staff handbook, or as directed by the administrator.
 - c. Attending all scheduled staff meetings.
3. In relating with all employees and volunteers teachers will
 - a. Show respect.
 - b. Cooperate and work with the custodial staff to promote school cleanliness and respect for the facility.
 - c. Seek to work in unity and harmony with other staff members and the Board keeping in mind the Biblical principals found in Matthew 18:15-17.
 - d. Work together with consultants to promote a smooth transition of curriculum and student behavior from the classroom to specials.
4. Attend and participate in team meetings to develop curriculum and problem solving.
5. In instructional planning teachers are expected to
 - a. Translate the school's student outcomes into specific objectives for lessons suitable to the age level and developmental needs of the students.
 - b. Select and use curricular materials that will help students achieve these outcomes.
 - c. Plan teaching-learning experiences that help each student achieve the stated objectives.
 - d. Plan units that help students see wholeness and relevance in learning.
 - e. Plan lessons that connect biblical principles to concepts about God's world.

- f. Plan a variety of teaching strategies to match the learning styles of the students, including English Language Learners.
 - g. Choose content that helps students see the variety and the integrity of God's creation.
 - h. Select in advance the means of assessment to measure student's learning for a lesson or unit.
 - i. Plan and implement lessons that teach students active response to God and learning about His creation (i.e. service, conservation, etc.).
 - j. Serve on curriculum and extra curricular committees.
6. In teaching a class teachers are expected to
 - a. Be responsible for the total classroom management in and out of his or her assigned area.
 - b. Use class time well with activities that engage students' attention and have a clear purpose.
 - c. Give clear directions and well-organized examples and explanation.
 - d. Listen carefully to student's ideas and apply them to the lesson.
 - e. Use questions and explanations that promote clear thinking and awe in students.
 - f. Show interest and wonder in all learning through gestures, body movement, and voice inflection.
 - g. Compose useful analogies to connect what students are learning to what they have already learned.
 - h. Communicate regularly with parents what curriculum is being taught in the classroom.
 7. In relating with students, teachers are expected to
 - a. Establish a climate of love and care.
 - b. Define responsible Christian behavior for students, including guidelines and consequences for good and bad behavior in the classroom.
 - c. Help students learn self-discipline through appropriate correcting, discipline, and counseling.
 - d. Provide organized learning that helps students support and learn from each other.
 - e. Develop positive relationships with each student and be able to identify their specific strengths, interests, and/or challenges.
 8. In professional growth teachers are expected to
 - a. Take responsibility for all tasks related to the classroom, parent communication, and to some extent, the broader school community.
 - b. Keep current in scholarship on teaching, the purposes of Christian education, and subject area.
 - c. Work constructively with colleagues and administration by contributing ideas and listening to the ideas of others.
 - d. Articulate in writing and speaking how Christian faith integrates with teaching.
 9. In community relations teachers are expected to
 - a. Communicate regularly with parents about their child's progress and needs.
 - b. Celebrate Christian education in the broader community.
 - c. Cooperate with the development department in their work to raise contributions for student scholarships.
 - d. Participate actively in the community, especially the church community.
 - e. Model love for Christ and students beyond the school day and campus.
 10. In supporting the total school program, teachers are expected to
 - a. Take turns in staffing after school homework help
 - b. Take turns leading and planning staff devotions
 - c. Take turns planning and leading student worship times.
 - d. Carry out any duty related to students as requested or assigned by one of the administrators
 11. Teachers should develop hobbies and interests to promote a balanced lifestyle.
 12. Administration will evaluate teachers annually their first two years of teaching and then every three years.

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 noting the position title in the subject line.