



## JOB DESCRIPTION

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| <b>Position Title:</b> | High School Long Term Substitute Math Teacher |
| <b>Reports to:</b>     | High School Principal                         |
| <b>Evaluated by:</b>   | High School Principal                         |
| <b>Hours:</b>          | Full Time, Non-Exempt                         |
| <b>Salary:</b>         | Hourly, not to exceed 40 hours per week       |
| <b>Benefits:</b>       | As offered per personnel policies             |

### Summary

A Potter's House teacher is committed to fulfilling the mission and vision of the school. The role includes all aspects of planning, organizing, and implementing an appropriate instructional program that guides and encourages students to become resilient followers of Jesus who are equipped to serve God and society to their fullest potential.

### Qualifications:

1. Personal relationship with Jesus Christ and committed to Christ-centered education.
2. Bachelor's degree preferred.
3. Ability to teach HS Math courses.
4. Certifications: Active Michigan teaching certificate or actively working towards Michigan certification (preferred).

### Characteristics of Professional Excellence for Faculty

The faculty of The Potter's House commits to these characteristics as the foundation of our efforts to serve the needs of our students, colleagues, and school:

1. Follows Jesus passionately
2. Reliably accomplishes the foundational and universal responsibilities of the teaching profession
3. Cooperates with colleagues and stakeholders, embracing differences with Christ-centered hospitality
4. Ensures that all students are growing as learners by implementing pedagogical tools that attend to a wide range of learning and language needs.
5. Pursues mastery of the content in every assigned course and continuous improvement in teaching.
6. Develops deep, effective, and professional relationships with students
7. Embodies the mission and vision of the school

### Primary Job Responsibilities:

1. Actively engage as a member of the school's spiritual community by attending morning prayers daily and other school events and functions, as directed by the Building Principal
2. Demonstrate knowledge of subject area(s) taught
3. Demonstrate a knowledge of students as learners and maintain appropriate relationships with students, including when addressing their social-emotional health.
4. Prepare appropriate weekly lesson plans that include, minimally, the following: instructional objectives, planned teaching and modeling, formative assessments (guided practice), and supplemental resources.
5. Regularly review/update department and course curriculum maps to assure the fulfillment of proper instructional priorities and pacing

6. Utilize appropriate assessment techniques to inform and evaluate student learning and progress
7. Implement effective classroom management and discipline procedures to provide a safe, healthy, and productive learning environment conducive to learning
8. Update all student and school records accurately and completely as required
9. Model effective teacher/parental partnering through timely (24 hours) and proactive communication
10. Keep the building principal informed of serious student issues
11. Implement Christ-centered teaching through pedagogical practices that develop students in alignment with The Potter's House Portrait of a Graduate: Resilient Follower of Jesus, Compassionate Discerner of Truth, Equipped Kingdom Influencer, Joyful Overcomer of Challenges, and Humble Pursuer of Excellence.
12. Perform any other duties that may be assigned by the direct supervisor, which may include, but are not limited to, the following: before-school and after-school student supervision, daily advisory/homeroom supervision, school-day class trip attendance, class retreat participation, lunch time supervision, etc.

The above information reflects the general responsibilities considered necessary to perform the essential functions of the job. This document should not be considered a fully detailed description of all the work requirements of the position. Other duties may be assigned that are not listed in the above job description and the organization may change the specific job duties with or without prior notice based on the needs of the organization.

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To apply, please send your letter of interest, resume, and completed [application](#) to: The Potter's House; Attn: Janorisé Robinson; 810 VanRaalte Dr SW, Grand Rapids, MI 49509; or e-mail noting the position in the subject line to [jrobinson@tphgr.org](mailto:jrobinson@tphgr.org).