

**Central Christian School**  
**High School Business Teacher**  
**Job Description**  
**August 1, 2023- July 31, 2024**

High School teachers are the connecting point between students, their families, and the program of the school. It is important to learn to know each student to be able to meet their academic, social-emotional and spiritual needs. This supports the mission of the school: *To know Christ and to make Him known.*

**Supervision**

The High School Business Instructor reports to the High School Principal.

**Position**

- Teach High School Business Electives Courses:
  - o Possible Courses: Business and Technology elective courses: Accounting I, Accounting II Introduction to Business, Media Studies, and Career & Financial Literacy, (courses will run upon student enrollment and interest in these courses)
- The school is open to exploring candidates who may also have certification and coursework in math education
  - o Possible Math Courses: Algebra, Geometry, Applied Algebra II, and/or Personal Finance
- Possible availability to Teach the Heart of Central curriculum

**Expectations**

- Reflect an active personal faith in Jesus Christ through lifestyle, church commitments and a commitment to Christian education.
- Be professional and courteous in dealing with students, families, faculty and staff, and the general public.
- Affirm the identity, mission, and vision statements, and the foundational documents principles of Central Christian School.

**Contract Information**

Part time or full time position for school year (dependent upon teaching responsibilities)

Working hours are 7:30 am – 3:30 pm (pending the school academic schedule for the 2023-2024 school year)

Salary pay

**Responsibilities**

- Teach Business and Technology curriculum
- Teach Heart of Central Curriculum and supervise class activities as needed.
- Possibly teach Math curriculum
- Communicate with students and parents about grades and assignments to help students be successful.
- Keep grades and class assignments up-to-date in FACTS Gradebook and Google Classroom.
- Complete written notes of appreciation of students to their families at least once a year
- Monitor study hall as requested or needed.
- School Committee participation as requested or assigned as needed.
- Create and lead an eight-day Mini-Term course
- Explore availability with stipend positions (ie. Science Olympiad, Student Council, etc.)
- Attend chapel as a role model. Take attendance.
- Volunteer two times a year at school activities (athletic gate, ushering, etc.)
- Attend teacher meetings and in-service days
- Other duties as assigned or requested.

**Qualifications**

- College degree, Ohio teaching certificate or non-tax certificate preferred
- Some teaching experience is helpful, but not required
- Personal qualities of integrity, credibility, and dedication to the mission of Central Christian School.