



CSLA Faculty member – General Description

Interested candidates are asked to review the school's website at www.cslewisacademy.com to understand educational philosophy, school culture, and statement of faith.

Qualifications/Requirements

The classroom teacher at C.S. Lewis Academy shall follow a spiritual, personal, and professional lifestyle in keeping with our mission and characteristics as outlined in our job application.

- BA or BS, required, graduate degree preferred
- Preferred if the applicant has or is in the process of obtaining an Oregon State Teacher license.
- Preferred if the applicant has previous teaching experience
- Applicant must have excellent communication skills, a commitment to professional development, and be committed to contributing to the life and culture of the C.S. Lewis Academy.
- Applicant must be a team player among faculty and staff willing to be flexible and find compromise when needed.
- It is required that all faculty members integrate a biblical worldview into his/her teaching and live out those values in his/her daily life.
- Applicant must have a good work ethic and be able to demonstrate knowledge of teaching at level of assignment.

Description of Duties of a Classroom Teacher

1. Teaches subjects and classes as assigned using curriculum, supplementary materials, field trips, special quests, etc. to enhance them.
2. Attends and participates in the following:
 - Teacher's meetings.
 - Occasional evening programs.
 - Other meetings as assigned.
3. Competes paperwork including the following:
 - Progress (grade) reports.
 - Grade records for permanent file.
 - Inventories of classroom equipment/supplies/books.
 - End-of-year debriefing and evaluation.
 - Records of attendance.
 - Administration and scoring of achievement test.
 - Notification to parents of sub-standard behavioral or academic performance.
 - Other administrative work as assigned or requested.
4. Maintains classroom cleanliness and repair.
 - Is responsible for daily and end-of-the-year cleaning of classroom area.
 - Assists in overall cleanliness of facilities.
 - Promptly reports repair needs to the administration.

Preparing Students for Life

P.O. Box 3250 1605 N. College St. Newberg, OR 97132

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5. Maintains proper classroom discipline, taking care of minor infractions personally and referring major infractions, or a student with a continual pattern of misbehavior, to the Principal.
6. Is available to any parents or students who wish to have a conference.
7. Takes part in scheduled conferences with the parents of each student.
8. Supervises extracurricular activities, organizations, and outings as assigned.
9. Maintains a close personal walk with the Lord evidenced by example and spiritual leadership among peers and with students.
10. Observes the Matthew 18 principle in conflict resolution. Avoids a negative, critical spirit and takes problems to the appropriate administrator as necessary.
11. Carries out other specific duties as assigned by the Principal, or required by the Board.

To apply, please complete the Teacher's Application found at www.cslewisacademy.com/employment and submit listed materials to employment@cslewisacademy.com