



PREPARING NEXT GENERATION LEADERS FOR CHRIST

## **Elementary Teacher Needed**

Harbor Light Christian School is seeking a candidate to add to our elementary teaching staff.

### **General Qualification**

- The applicant shall be a mature, sincere Christ-follower, college graduate, who feels called of God to the teaching profession.
- Must hold a bachelor's degree from an accredited college or university, elementary education preferred.
- Preference is given to those with teaching experience and state certification
- Must be an active member of a Bible-believing church.

### **Teaching and instruction**

- Integrates biblical principles and Christianity into student learning throughout all curriculum. Developing a love for God and His Word in the children.
- Uses a variety of activities and instructional methods (songs, stories, media, structured games, art, outdoor activities, technology, crafts, STEM projects, etc.) to motivate and stimulate children and their interest in learning.
- Maintains an open line of communication with parents and provides appropriate information to aid them in the formation of their children.
- Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his or her best work.
- Prepares lesson plans and posts for parents.
- Monitors children's interactions and nurture cooperation and sharing and the development of godly character.
- Successfully manages the classroom and determines when disciplinary action is necessary.
- Observes and evaluates students assessing the learning of students regularly and provides progress reports as required.
- Employs a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child—spiritual, intellectual, physical, social, emotional.

### **Non-instructional and Professional**

- Warmly communicates and partners with other teachers, administrators, and parents to ensure student success through teamwork and shared wisdom.
- Cooperates with the administration in implementing all policies, procedures, and directives governing the operation of the school.
- Maintains a clean, attractive, well-ordered classroom.
- Utilizes educational opportunities and evaluation processes for professional growth.
- Provides input and recommendations for administrative and managerial functions in the school.
- Attends and participates in scheduled devotional, staff, and other designated meetings.
- Contributes to the general improvement of the school program and mission advancement.



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## **Personal**

- Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Meets everyday stress with emotional stability, objectivity, and optimism.
- Exercises friendliness and consideration, treating students without partiality.
- Submits respectfully and is loyal to constituted authority.
- Develops and maintains rapport with students, parents, and staff to promote a positive learning environment.
- Recognizes the need for good public relations; represents the school favorably and professionally to its constituency and the general public.
- Models a consistent daily walk with Jesus Christ in speech, actions, attitudes.
- Sets an example of the importance of prayer, Bible study, witnessing, and unity in Christian fellowship.
- Follows Matthew 18 principle in dealing with students, parents, administration, and staff.
- Models flexibility. Harbor Light is a pre-k-12 self-contained school with many variables changing our daily routine. Staff at HLCS are a team, and as such can be called upon to assist in various areas of the building when needed.

Harbor Light Christian School has the mission of “Preparing next-generation leaders for Christ.” Our calling is not to simply educate the child’s mind, but to help build their Christian character. Are you ready to join our team?

Send resume and cover letter to  
**Kelly Dutcher, Administrator**  
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231-347-7859  
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8333 Clayton Road  
Harbor Springs, MI 49740

**Posting deadline** May 28, 2020

Start date: August 2020