

## UrbanPromise School Faculty Job Description

*"Working at UrbanPromise Wilmington allows me to engage in our community at all levels as I work beside like-minded staff, work with students and their families and walk worthy of the calling of God to do justice, love, and walk humbly with Him in all aspects of life." - Faith, 6th grade teacher*

*"My role at UrbanPromise Wilmington is meaningful because I get to work with believers of God. I get to work with children, and no day is ever a repeat - everything is new and fresh each morning." - Andrea, 2nd grade teacher*

**UrbanPromise School (UPS)** is a private, non-profit Christian school, and a program of UrbanPromise Wilmington (UPW). As a preschool and elementary educational institution, we endeavor to develop the academic life of our students from a God-centered, holistic approach. We challenge our students intellectually, physically, socially, and spiritually. We use God's Word, the Bible, as our guide for truth. UrbanPromise School values and maintains small class sizes, with each class having no more than twelve to fifteen students.

### **Vision**

The vision of UrbanPromise Wilmington is to be a community in Christ of servant leadership and transformation, seeking a full life for all involved: urban youth, families, volunteers and staff in the neighborhoods of our city.

### **Mission**

The mission of UrbanPromise Wilmington is to equip urban youth through Christ with the skills necessary for academic success, life management, personal growth and servant leadership.

**Job title:** Elementary Teacher

**Reports to:** Principal, UrbanPromise School

### **Job purpose**

The UPS faculty member provides the primary instruction for assigned students and manages the classroom to provide a positive, Christian learning environment. The faculty member works in conjunction with parents, staff, and the Principal to educate the whole child. In addition to academic responsibilities, the faculty member is responsible for the safety and supervision of students during the school day as well as other reasonable school-related responsibilities as assigned by the Principal.

***UrbanPromise is more than a job.***

***This ministry experience gives you the opportunity to grow spiritually, disciple children and youth, and serve the Lord with justice-minded people from all over the world.***

**Duties and responsibilities - Staff members are expected to strive for transformative quality in everything they undertake.**

### **Foster Community in Christ**

- Engage in personal spiritual development (get a mentor, Bible study, prayer)
- Participate in staff spiritual practice events (prayer, discipleship, Bible study) and professional development (staff retreats, training, and team building events)
- Participate in site based neighborhood and community relationships
- Teach and provide opportunities for children to respond to the Gospel message, fostering Godly Character and discipleship (Scripture, prayer, mentoring relationships, service opportunities)
- Actively pursue UPW financial support as you learn fundamentals of relationship development and fundraising via letters etc

### **● Roles/Responsibilities**

- Participate collaboratively and professionally with other teachers and staff to promote the general well-being of the school. (staff meetings, etc).
- Engage in recruiting students for the upcoming school year (interviews, church visits, school visits, phone calls, emails).

### **● Academic instruction**

- Prepare lesson plans that integrate biblical principles and the UPS philosophy of education and that are developmentally appropriate for the grade level and enrolled students.
- In conjunction with the Principal and fellow faculty members, plan and implement a program of study to include both classroom and non-classroom instruction. (Trips, guest speakers, other media)

- Teach classes following the prescribed scope and sequence approved by the Principal in basic subjects for the assigned grade level.
- Identify students' individual gifts and abilities and encourage their growth

- **Classroom and UPS Administration**

- Effectively assess performance; analyze diagnostic scores; and maintain accurate attendance and grade records (tests, mid quarter reports, report cards) for all students
- Create and maintain a clean, orderly, welcoming, environment which stimulates learning and displays student progress (bulletins boards, use of technology)
- Provide a safe environment in accordance with UPW safety policies
- Provide appropriate discipline as needed and as outlined in the the Faculty Handbook
- Work with the Principal on an ongoing basis to the review and improve UPS policies

- **Student Safety**

- Ensure that students are fully supervised at all times (lunch, recess)
- Provide a safe, healthy classroom environment and abide by UPW safety procedures
- Maintain confidentiality of information regarding each student, parent/guardian.
- Be sensitive to indicators in the students of physical and/or emotional concerns (including issues of abuse, and take action as indicated by school/ministry policy, in accordance with state law)
- Render aid, comfort, and instruction in case of an emergency.

- **Parent Interaction and Communication**

- Develop professional, effective communication with parents/guardians to provide a coordinated educational experience for the child. (Phone calls, texts, email, conferences)
- Home visits as needed
- Offer opportunities for parent/guardian to come to UPS
- Attend at least one Parent Education night

- **Volunteers**

- Coordinate placement and schedule

- Design activity/learning that volunteer is to engage in with student
- Keep volunteer records (sign-in, evaluations)
- Supervise, re-direct when necessary, evaluate effectiveness, and provide feedback to the volunteer

- **Professional and Community Development**

- Participate in workshops, educational opportunities, and in-service sessions to further professional growth, and to enhance teamwork and organizational effectiveness at UPS.
- Attend and participate regularly in scheduled UPS/UPW events (chapel services, staff retreats, committee meetings, staff meetings)
- Maintain open communication with, awareness of, and respect for the larger UPW structure and its hierarchy (Executive Director, Board, and other ministry leadership)
- Comply with UPS policies as outlined in the Faculty Handbook (dress code, standards of conduct)
- Foster a positive relationship with students both inside and outside of UPS. (occasional attendance at student events outside of UPS games, performances, recitals, etc)

**To apply: please send resume to [josh@urbanpromise.org](mailto:josh@urbanpromise.org)**