PPCS Full Time Employee (Teacher)
Compensation and Benefits

Position: Full-Time (40 hours/week) **Middle School Social Studies Teacher**

General Responsibilities: (see Job Description for more information)

Compensation:

$25,000 - $31,000 yearly salary range for a "new to PPCS" Employee

- Specific salary determined based on years of qualified experience, education level, and applicable certification
- Subject to proration based on start date
- August to May (10-month) school year contract (initial contract length based on start date)
- Pay available in 20 or 24 installments based on full year

Benefits:

- Time off (subject to proration based on start date):

  Paid Sick Leave: eight (8) days (64 hours) per year. Should additional one-year contracts be offered in the ensuing years, unused sick leave may be allowed to accumulate up to thirty (30) days total (240 hours full-time), to be used for extended illness only.
  Paid Personal Leave: two (2) days (16 hours) per year not including school holidays. The maximum Paid Personal Leave accrual cap is two (2) days (16 hours) per year.

- Tuition Discount:

  Full-time Teacher's Children
  First Year= 44%-46%
  Second and Third Years=66%-69%
  Fourth Year and Beyond=88%-92%
  A 50% discount applies to Daycare costs
  A 44%-46% discount applies to grandchildren of the staff member

- Health Insurance

  Kaiser HMO 3000 Plan
  - School funds 50% of *employee* premium

- Dental, Vision, Disability, Life, Legal, Pet Benefits

  Multiple plans are available via Questco. The school does not fund any portion.

- Retirement:

  PPCS currently offers a pension plan and tax deferred retirement account options to all paid employees through the Pension Fund of the Christian Church.
  PPCS matches employee contributions to the Pension Fund of Christian Churches pension plan or tax-deferred retirement accounts based on a percentage of the employee's annual gross wages, determined by years of service:
  - **Up to 1% Match:** 1st year of employment.
  - **Up to 2% Match:** 2nd and 3rd years of employment.
  - **Up to 3% Match:** 4th year of employment and beyond.

  PPCS will not match or fund beyond the employee contribution, nor above the listed percentage amounts.

Middle School Teacher
Job Description

GENERAL

K-12 Teacher

Goal: The teacher shall pursue Christ-centered excellence in their work by prayerfully helping students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.

Basic Qualifications: Publicly acknowledge having accepted Jesus Christ as Savior and Lord.
Preschool teachers must meet all qualifications set by the Colorado Department of Human Services to be an Early Childhood Teacher.
Elementary school teachers must have a degree in elementary education and a valid teaching certificate.
Middle and high school teachers should hold a degree with at least 18 semester hours dedicated to the primary subject being taught (12 hours in a non-primary area).

Contracted by: The school administration for the school year.

Responsible to: Designated Administrator

Evaluation: Teacher performance will be evaluated in accordance with the Code of Conduct and this Job Description.

PERSONAL

The teacher shall

1. Follow and evidence the attitudes, behaviors, practices, and expectations listed in the PPCS Code of Conduct.

PROFESSIONAL

The teacher shall

1. Cooperate with the School Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
2. Keep proper discipline in the classroom and on the school premises for a good learning environment.
3. Maintain a clean, attractive, well-organized classroom.
4. Plan broadly through the use of semester and quarterly plans and objectives. Record daily plans through the use of a lesson plan book and/or PRAXI.
5. Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.

6. Meet with parents for parent/teacher conferences during planned times.
7. Communicate with parents, prioritizing face to face communication for sensitive and important situations and using appropriate school level communication platforms/methods established by administration for regular communication and information.
8. Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
9. Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
10. Plan through approved channels the balanced classroom use of field trips and guest speakers.
11. Use homework effectively for drill, review, enrichment or project work.
12. Assess the learning of students on a regular basis and provide progress reports as required.
13. Maintain regular and accurate attendance and grade records to meet the demand for a comprehensive knowledge of each student's progress.
14. Keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.
15. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
16. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
17. Attend and participate in scheduled devotionals, faculty meetings, professional development and workdays, fundraisers, committees, and school-sponsored activities.
18. Know the procedures for dealing with issues of an emergency nature.
19. Understand the legal responsibility as a Mandatory Reporter in the state of Colorado, regarding "reasonable cause" for suspicion of abuse or neglect of a child and the internal PPCS process involved in fulfilling that responsibility.
20. Read, comply and be familiar with the PPCS Staff Handbook and its policies and guidance within.
21. Inform the administration in a timely manner if unable to fulfill any duty assigned. Prepare adequate information and materials for a substitute teacher.
22. Supervise extra-curricular activities, organizations, and outings as assigned.
23. Notify the administration in writing of any policy he/she is unable to support.
24. Use acceptable English in written and oral communication. Speak with clear articulation.
25. Utilize educational opportunities and evaluation processes for professional growth. Maintain teaching license and/or state-required professional development hours.
26. Provide input and constructive recommendations for administrative and managerial functions in the school.
27. Support the broader program of the school by attending extra-curricular activities when possible.
28. Perform any other duties that may be assigned by the administration.

PURPOSEFUL

The teacher shall

1. Reflect the purpose of the school, which is to honor Christ in every class and in every activity.
2. Encourage, by word and action, students to come to faith in Jesus Christ and to motivate students to grow in their faith.
3. Lead students to a realization of their self-worth in Christ.
4. Integrate and work towards immersing students in Biblical Narrative Concepts and Truth Claims throughout the curriculum and activities of my role.
5. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
6. Follow biblical principles in resolving conflicts with students, parents, staff, and administration.