



## Upper School English Teacher

2026-2027

**Job Purpose: Inspiring Future Writers & Thinkers:** We are looking for a dedicated and engaging teacher to join our mission of encouraging a love for learning. The qualified individual will provide challenging academic instruction and encouragement in English language arts and literature to inspire middle school students to reach their God-given potential. This role involves all aspects of planning, organizing, and delivering an effective English curriculum for secondary students. This is a full-time position for approximately ten months of the academic school year, working under the direct supervision of the School Administration.

### Education and Experience Requirements

• **Bachelor's Degree** with a focus in English, Education, or a related

field.

- **Excellent communication skills**, both written and verbal, for speaking with students, parents, and colleagues.
- **A personal commitment to Jesus Christ** reflected in lifestyle and work.

## Essential Responsibilities

### Instruction and Curriculum

- **Demonstrate a deep knowledge** and enthusiasm for the English topics you teach (e.g., Grammar, Literature, Composition, and Spelling).
- **Use diverse teaching methods** (lectures, discussions, projects, debates) and incorporate **classroom technology** (like smart boards or digital resources) to make English engaging.
- **Develop and use a variety of assessments** (quizzes, essays, tests, projects) to accurately measure students' understanding and progress.
- **Review the curriculum annually** and update teaching materials and methods to keep them current and effective.

### Classroom Management and Climate

- **Establish and consistently enforce clear classroom management** and discipline procedures to ensure an orderly environment where all students can learn.
- **Maintain a positive, orderly, and clean classroom** that encourages respect and learning in a Christ-like manner.
- **Supervise students** at all times to ensure their **safety** in the classroom and throughout the school facilities.

### Communication and Records

- **Keep accurate and up-to-date records** of student **attendance and grades** for all classes in a timely manner.
- **Communicate effectively and proactively** with students and parents regarding academic performance, assignment completion, and behavioral expectations.

- **Keep the Administration informed** promptly about student academic concerns and significant behavioral issues.

## **Christian Integration**

- **Integrate Biblical principles and a Christian worldview** into English lessons and all extracurricular activities.
- **Model Biblical conflict resolution** (based on the Matthew 18 model) and uphold all classroom rules and school policies in a spirit of love and respect.
- **Instill in students a desire to know Jesus Christ** and the ability to articulate a defense of their beliefs.

## **Professional and Community Expectations**

### **School Support**

- **Uphold and enforce all School and Board policies** and guidelines.
- **Attend and actively participate** in all required staff meetings.
- **Assist in the selection** of appropriate textbooks, instructional aids, and equipment.
- **Represent Chestertown Christian Academy professionally** to all staff, students, parents, and the community.
- **Actively promote the school** within the community and **support school functions** by participating in events throughout the school year (e.g., performances, games, etc.).

### **Ministry and Extracurricular**

- **Supervise extracurricular activities** as assigned (e.g., coaching, club advisor).
- **Support the larger ministry of Chestertown Baptist Church** by assisting with programs outside of the standard school day to minister to students and families (e.g., fundraisers, outreach, community events).

## **Essential Personal Qualities**

- **Demonstrate Christian qualities** in personal and professional life.
- **Respectfully follow all school guidelines** and maintain the **confidentiality** of sensitive information.
- **Exhibit professional language and writing skills** in the classroom and in all communications.

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**Disclaimer:** *Chestertown Christian Academy has the right to revise this job description at any time.*