



## Upstate Homeschool Co-op

In accordance with the UHC Mission Statement and Statement of Faith, a UHC teacher must have a personal relationship with Jesus Christ and a commitment to uphold the principles and directives of each of these statements as they relate to both their private and professional lives. UHC believes that ministerial positions within the organization are important in the life of the Christian faith because they serve to communicate the Christian mission and message of UHC. As such, ministerial employees are required to communicate the Christian faith to our students in praying with students, sharing the gospel with students, incorporating the faith into the substance of the course curriculum, and teaching students to live out their faith.

**Job title:** Teacher

**Work Location:** UHC Campus: Greenville, SC or Spartanburg, S.C.

**Division/Department:** High School, Middle School, or Elementary

**Reports to:** Applicable Divisional Director (High School, Middle School, or Elementary)

Full-time

Part-time

Exempt

Nonexempt

### Essential Duties and Responsibilities:

*Oversee all aspects of teaching, planning, and managing a classroom while maintaining UHC's mission to exhibit the Gospel of Jesus Christ in all facets. When serving as a UHC teacher,*

- Begin each class with prayer and share UHC Bible verse or verse of the day in every class period
- Counsel and minister to students from a Biblical viewpoint and pray with students as reasonably available
- Incorporate the message of the Gospel within the curriculum, while teaching, and while encouraging students to live out the message of the gospel in their lives.
- Develop lesson plans from established UHC curriculum
- Present concepts in a variety of ways, as reasonably needed, to a diverse group of students with assistance of LD Director
- Maintain order in the classroom using positive reinforcement and discipline measures as outlined in UHC's policies
- Assign, correct, and grade homework assignments, classroom work, papers, projects, tests, and quizzes, if applicable
- Communicate with parents regarding work assigned to be done at home, working closely with parents and students to support them in their pursuit of subject content mastery
- Address concerns about a student's academic or behavioral performance to the parents and UHC staff in a Christ-like and timely manner
- Comply with all UHC policies and procedures

### Education and/or Work Experience Requirements:

- B.A/B.S. degree in teaching or related teaching field from an accredited institution
- Excellent verbal and written communication skills
- Working knowledge of the UHC online grading system (Jupiter Ed), if applicable
- Exhibit a Christ-like, friendly, and approachable demeanor
- Ability to establish and maintain cooperative and effective working relationships with others
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- Carry out the ministerial functions as listed above
- Perform all other related work delegated or required to accomplish the objectives of the co-op

### Physical Requirements:

- Ability to safely and successfully perform the essential job functions
- Ability to maintain regular, consistent, punctual attendance
- Must be able to lift and carry up to 10 lbs
- Regularly required to sit, stand, walk, talk, hear, and operate a computer and other office equipment

**Print Employee Name:**

**Employee signature:**

**Date:**