



## Job Description: Classical Tutor

**Reports to:** Head of School

### **Spiritual Leadership**

1. Consistently exhibits, by precept and example, the fruits of the Spirit and spiritual maturity, serving as a Christian role model to students, both in and out of school.
2. Sets an example for parents and fellow faculty members in speech, actions, attitude, judgment, dignity, and respect, while living in obedience to God's Word by demonstrating a consistent daily walk with Jesus Christ.

### **Instructional**

1. Integrates biblical principles and the Coram Deo Classical Center philosophy of education throughout the curriculum.
2. Attempts to show the integration of different subjects.
3. Demonstrates a thorough knowledge of and an interest in the subject(s) taught.
4. Seeks to maintain the student's active interest in the lesson.
5. Uses clear language and vocabulary appropriate to the level of the students.
6. Explains and connects the unfamiliar with what is already familiar to the students.
7. Uses effective teaching techniques.
8. Checks for comprehension and does not presume on the students' understanding of new terms and concepts.
9. Frequently reviews and applies material learned.
10. Uses and applies the classical method for the particular subject and grade level being taught.
11. Plans lessons in order to achieve curriculum goals and prepares and submits weekly lesson plans in a timely manner for the Head of School's review.
12. Sets productive and suitable at-home work in a clear and timely fashion.
13. Assesses the learning of students on a regular basis, using a variety of assessment techniques.
14. Promptly grades and provides constructive feedback on assignments.
15. Guides the class to Christ and Biblical truth.
16. Knows the needs, interests, and learning characteristics of each student.

### **Non-Instructional**

1. Provides an orderly teaching environment by consistently enforcing class rules and Coram Deo Classical Center policies.
2. Cooperates with the board and administration in implementing all policies, procedures, and guidelines governing the operation of the center.
3. Maintains regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
4. Keeps students, parents, and the administration adequately informed of deficiencies and gives suggestions for improvement.
5. Maintains a clean, attractive, and well-ordered classroom.
6. Maintains and uses classroom materials and equipment in a cost-effective manner.
7. Establishes classroom management and routines that are simple, but adequate, and ensures that students are well-trained in using them.

### **Professional**

1. Seeks the counsel of the Head of School, colleagues, and parents.
2. Takes advantage of training opportunities and seeks out information for professional development.
3. Continues to improve content knowledge and the art of teaching.
4. Provides input and recommendations for administrative and managerial functions in the Center.
5. Responds in a timely and appropriate manner to administration requests.
6. Attends and participates in scheduled faculty and committee meetings and other Center-sponsored events.
7. Demonstrates good stewardship of time, including the time of others, by being present at the Center for the contracted hours, being punctual for duties, and starting and ending classes on time.
8. Projects a positive professional and respectful attitude toward others, including students, parents, the Center board, the administration, faculty, and staff.
9. Exercises proper discretion in matters such as confidential information and personal opinions or concerns about Center operations, students, or staff, including adherence to the Coram Deo Classical Center Grievance Policy.
10. Helps share the mission of Coram Deo in recruiting, onboarding, and training new tutors as capable.

### **Personal**

1. Maintains a personal appearance that is a role model of cleanliness, modesty, and good taste.
2. Employs standard English usage in written and oral communication.
3. Develops and maintains rapport with students, parents, community, and staff to promote a positive learning environment.

