



**FLINT HILLS  
CHRISTIAN**  
SCHOOL

# Early Elementary Teacher

## Position Profile

| Reviewer                  | Review Date |
|---------------------------|-------------|
| Kephart, Dreiling (Board) | 3/25/2021   |

### CURRENT OPENINGS

- Kindergarten Teacher
- 1<sup>st</sup> Grade Teacher

### WHAT IS FLINT HILLS CHRISTIAN SCHOOL?

Flint Hills Christian School (FHCS) is a private, independent, non-denominational, and discipleship-oriented Christian school located in Manhattan, KS (approximately two hours west of Kansas City, MO). FHCS maintains an average annual enrollment of approximately 170 students in grades Pre-Pre-Kindergarten through 12th grade. FHCS is fully accredited through both ACSI and Cognia, boasts an average ACT score of 25 over the past 6 years, offers numerous athletics and extra-curricular activities, and currently operates with no debt.

### WHO ARE WE AT OUR CORE?

We are a school and community of Christ followers united by and committed to our mission to be an extension of the Christian home in helping each child develop in mind, body, and spirit. In this context, we are not a replacement for the home or the church. Our ultimate goal is to equip and prepare well-educated, mature Christian men and women to best fulfill God's calling in their lives. We stand upon and are inspired by five core values which represent the heart and soul of FHCS. First and foremost, we operate from a **Biblical, Christ-centered foundation** in all that we do. We are **rigorously academic** – we place tremendous value on the quality of education we offer. Accordingly, we are proud of and grateful for our **exceptional faculty** who serve as strong and faithful educators for our students every day. We are fully committed to **discipleship and Christ-centered mentorship** as we realize learning through long-standing relationships with positive role models is critical to ongoing growth and maturity. Finally, we are **independent and non-denominational**, operating with complete institutional freedom as we strive to follow and honor the Lord alone.

### WHERE ARE WE GOING AS A SCHOOL?

Numerous parents, teachers, administrators, Board members, students, and community supporters have faithfully and consistently gone before the Lord in prayer for several years seeking the Lord's guidance for our school. Over the past two years, these FHCS prayer warriors have been inspired by the Lord to pursue a bold

growth plan, called Vision 2030. We believe the Lord has called us to prepare to serve 300 students by 2030 by pursuing advancements in several key areas including Staff Development, an enhanced Student Experience, Marketing, Facilities Improvement, and Long-term Investment. Vision 2030 is big and bold. And, so is the Lord. We are completely trusting Him. And, we fully expect this vision from the Lord to be fully realized. Within Vision 2030, there is a tremendous amount of margin available for new and different priorities, strategies, and ideas.

## **JOB SUMMARY**

The Early Elementary Teacher at Flint Hills Christian School is responsible for creating a Christ-centered, educational atmosphere in the Early Elementary classroom, and for guiding the development of and enabling great learning and growth in early elementary students academically, spiritually, and socially.

The Early Elementary Teacher also plays a key role in helping students connect their faith with what they are learning in order to continuously grow in their relationship with the Lord. The Early Elementary Teacher also encourages students to build meaningful relationships with fellow students while engaged in all aspects of their academic and extra-curricular experiences. The Early Elementary teacher consistently engages with parents, administrators, Board members, and community members to ensure a positive learning experience is being provided to all students. The Early Elementary Teacher reports directly to the Principal of Flint Hills Christian School and is also supported by an Elementary Lead Teacher.

## **PRIMARY RESPONSIBILITIES:**

- Guide the Early Elementary educational process for Kindergarten, or 1<sup>st</sup> Grade students with excellence, with love for the students, and with a desire to honor Christ.
- Create and implement lesson plans that are appropriate to the curriculum for Early Elementary students in timely manner.
- Maintain orderly conduct in the classroom in accordance with school classroom management policies.
- Establish and maintain positive and collaborative relationships with staff, students, administrators, and parents by communicating regularly and effectively.
- Plan and facilitate parent-teacher conferences twice a year.
- Plan and distribute work assignments for teaching assistants, volunteers and student assistants; provide guidance, feedback, and performance accountability to teacher and student assistants.
- Attend all staff and professional development meetings.
- Attend at least one Board meeting per school year.
- Participate in school programs and other special school events as assigned/needed.
- Fulfill other duties as assigned, including leading various school activities, assisting with chapel, recess duties, and field trips.
- Willing and able to work with a mentor, lead teacher, and principal.
- Assess and update curriculum in a systematized, guided manner.

## **PHYSICAL & WORK REQUIREMENTS:**

- Professional appearance appropriate for school and community meetings and events
- Evening and weekend work as needed

## **WHAT KIND OF PERSON ARE WE LOOKING FOR?**

We are looking for a person of great faith in Jesus Christ who can build upon our strong foundation and help Flint Hills Christian School flourish in its next season of growth. We are looking for a high-integrity, biblically grounded and caring individual, a passionate educator of youth, a strong developer of student's unique potential, an enthusiastic instructor, a strong communicator, and someone who deeply believes in Christian education. If you have these qualities, you have great potential to succeed as a part of our Flint Hills Christian School community.

#### **REQUIRED BACKGROUND, COMPETENCIES & EXPERTISE:**

- Successful experience working in formal and/or informal educational contexts with early elementary students
- Relationship building effectiveness
- Collaboration experience working with a broad team
- Oral and written communication skills and effectiveness
- Planning and organizational skills
- Demonstrated classroom management capabilities
- Demonstrated professional behavior, including discretion, judgment and integrity.
- High learning agility and adaptability
- Personal faith in Jesus Christ with a passion for Christian education
- Bachelor's degree from an accredited college/university in a field of study relevant to this position

#### **PREFERRED BACKGROUND, COMPETENCIES & EXPERTISE:**

- Advanced degree from an accredited college/university in a field of study relevant to this position
- Valid teaching certificate/license
- Experience as Elementary Teacher
- Experience working in a private Christian school

#### **WHY WORK FOR FLINT HILLS CHRISTIAN SCHOOL? WHAT'S IN IT FOR YOU?**

- **Higher Call.** Opportunity to glorify the Lord by serving in a key position for a Christ-centered school.
- **Health Insurance.** 75% of premiums paid for health insurance for employee coverage. Family coverage can be added for an additional cost.
- **Simple IRA.** FHCS offers a Simple Individual Retirement Account (IRA) and a dollar-for-dollar FHCS-funded match of up to 3% of the Teacher's base pay. Actual match is dependent on the Teacher's contribution rate to the Simple IRA and is applied each pay period.
- **Life Insurance.** \$10,000 of term life coverage.
- **Paid Holiday Leave.** All standard school holidays including Christmas and spring vacations.
- **Sick Leave.** Seventy (70) hours of sick leave per year. Should additional one (1) year contracts be offered in the ensuing year, unused sick leave may be allowed to accumulate up to two hundred ten (210) hours. These days may be used for extended illness only.
- **Personal Leave.** Two (2) personal days each year granted upon request. Personal days may be used for conducting business for family needs including vacation. Personal leave cannot accumulate for future use.
- **Maternity Leave.** 6 weeks of maternity leave. 2 of the 6 weeks are paid by the school. 4 of the 6 weeks are unpaid.
- **Tuition Discount.** 100% tuition discount for the first student. 50% discount for additional students.
- **Supplemental Dental Insurance.** 100% employee-paid.
- **Supplemental Vision Insurance.** 100% employee-paid.
- **Supplemental Cancer Insurance.** 100% employee-paid.
- **Flexible Spending Account.** Tax-advantaged account for medical spending with school paying administrative fees on the account.