



JOB DESCRIPTION

JOB TITLE:	History Teacher—High School
EMPLOYER:	Cherokee Christian Schools
TYPE:	Fixed Term Professional Employee, Full-time
CLASSIFICATION:	Exempt
DEPARTMENT:	High School
REPORTS TO:	High School Principal
EFFECTIVE DATE:	August 1, 2025

SUMMARY: Serves as classroom teacher assigned to teach high school history courses in grades 9 through 12; serves as classroom teacher assigned to teach western civilization, modern European history, U.S. history, government, and/or economics courses in the secondary school grades; participate as a member of the professional staff involved in student engagement life on campus including being available to oversee and moderate student activities and clubs, coaching athletics, participating in administrative responsibilities, and provide academic support mentoring to struggling students.

DUTIES AND RESPONSIBILITIES:

- Serve as classroom teacher assigned to teach primary school history and social studies courses in grades 9 through 12.
- Serve as classroom teacher assigned to teach western civilization, modern European history, U.S. history, government, and/or economics courses in the secondary school grades; provide instruction using the classical method.
- Participate as a member of the professional staff involved in student engagement life on campus including being available to oversee and moderate student activities and clubs, coaching athletics, participating in administrative responsibilities, and provide academic support mentoring to struggling students.
- Prepare the classroom and other learning spaces for instruction and student use.
- Disciple students in the Christian faith and participate in weekly chapel sessions.
- Performs other related duties as assigned by the Secondary School Principal.

QUALIFICATIONS:

- Bachelor's degree required; Master's degree in history or related field strongly preferred.
- Commitment to excellence and high standards in teaching and classroom instruction.
- Experience and/or familiarity with classical education methods preferred.
- Ability to work collaboratively with professional colleagues in furtherance of the educational interests of students.
- Excellent written and oral communication skills, particularly in the context of teaching primary and secondary school age students.
- Ability to manage priorities and workflow in a fast-moving classroom environment.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Strong interpersonal skills, particularly in dealing with primary school students and their families.
- Good judgement with the ability to make timely and sound decisions.
- Ability to effectively communicate with parents and family members from various backgrounds.
- Commitment to CCS's Statement of Belief and its Doctrinal Statement in both the candidate's personal and professional life.
- Active membership and participation in a faithful, doctrinally orthodox local churches for the purpose of corporate worship, discipleship, accountability, and mutual fellowship.

COMPETENCIES:

- **Interpersonal Skills**--Focuses on resolving conflicts; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things; works respectfully with colleagues, students, and parent.
- **Oral Communication**--Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication**--Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Teamwork**--Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Leadership**--Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

- **Ethics**--Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds Christian values in the classroom and the workplace.
- **Organizational Support**--Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities
- **Judgment**--Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Motivation**--Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- **Planning/Organizing**--Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.
- **Professionalism**--Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Attendance/Punctuality**--Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability**--Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Initiative**--Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Innovation**--Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.