



# Extracurricular Teacher Job Description

Position Title: Extracurricular Teacher

Reports To: School Principal / Academic Director

Position Type: Full-time / Part-time

## Position Summary

The extracurricular teacher is responsible for planning and delivering engaging instruction that allows students to explore interests outside of the standard curriculum. The extracurricular teacher fosters a safe, engaging learning environment that spurs creativity amongst students, scales their lessons to ensure accessibility amongst different age groups and experience levels, and collaborates with colleagues to promote continuous improvement, to enrich learning via aligning core curriculum with extracurricular curriculum, and to maximize student success.

## Key Responsibilities

### Instruction and Curriculum

- Plan and teach high-quality, interest-based lessons that inspires students to pursue passions beyond the core curriculum
- Use a variety of instructional strategies to meet diverse learning styles and student needs.
- Differentiate instruction to support students with varying abilities, including English language learners and students with learning needs.
- Organize showcases, tournaments, exhibitions, or recitals allowing students to showcase their growth in extracurricular subjects.
- Maintain accurate records of student progress and provide timely feedback.

### Classroom Management and Student Support

- Create a positive, structured, and respectful classroom environment.
- Implement school-wide behavior and discipline policies consistently, using a balanced approach that supports accountability, restoration, and growth.
- Support students' social, emotional, and spiritual development in alignment with school values.
- Communicate high expectations while providing encouragement and support.

### Professional Responsibilities

- Collaborate with colleagues to plan instruction, share best practices, and support school



initiatives.

- Participate in professional development, staff meetings, and training sessions.
- Communicate effectively and professionally with parents, administrators, and support staff.
- Contribute to a positive school culture and model professionalism at all times.

## **Faith and School Culture**

- Support and model the school's Christian values and mission.
- Integrate faith-based principles appropriately into classroom culture and instruction.
- Serve as a positive role model for students in character, integrity, and service.

## **Qualifications**

- Bachelor's degree in the specific field of expertise or education. (Master's degree is preferred)
- Strong knowledge of the specialized subject matter and effective instructional practices.
- Teaching certification or relevant teaching experience
- Strong classroom management, communication, and organizational skills
- Bilingual is preferred

## **Desired Attributes**

- Commitment to student-centered learning
- Willingness to collaborate and grow professionally
- Flexibility, initiative, and a positive attitude
- Passion for teaching and lifelong learning