

TEACHER, DAY-SCHOOL

Updated June 2019

DIRECTLY ACCOUNTABLE TO AND SUPPORTED BY: Associate Principal

OTHERS RESPONSIBLE FOR SUPPORTING THIS POSITION: Lead Teacher, Superintendent, and Pastoral Staff

MINISTRY PURPOSE: A teaching position that is based on a one-year Non-tenured Employment Agreement that is renewable by mutual consent with the Administrative Church Council and with the recommendation of the Principal.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Teach assigned grade and subject upon which employment agreement was negotiated.
2. Accept extra-curricular activities as assigned.
3. When requested by the Senior Pastor or Principal, and mutually agreed upon, attend special workshops and seminars.
4. Perform those "normal" duties that are assigned as part of the ministry's overall outreach plan.
5. Attend faculty meetings, PTF events, and such in-service workshops as are assigned.
6. Become thoroughly acquainted with Family and Faculty Handbooks in order to fulfill expectations of the school in matters of educational standards, curriculum expectations, and Christian living.
7. Utilize resources that will most effectively facilitate the teaching of various curricular areas.
8. Plan and organize lessons (annually and weekly) so that sequential and logical curricular progress can be made.
9. Demonstrate the ability to recognize a child's learning challenges. Be willing to partner with the school counselor and family to develop an appropriate accommodation plan or a referral for outside testing.
10. Demonstrate a willingness to cooperate with the Principal, recognizing the Principal as the educational and administrative head of the school.
11. Constantly seek ways to improve the level of professional service to the school and church and to communicate these ideas to the Principal and other church leaders.
12. Attend all leadership seminars.
13. Complete all assigned tasks.
14. Be on time to work, appointments and meetings.
15. Regularly disciple students and their families.
16. Continue to develop skills by regular attendance at seminars, continuing education, and other growth opportunities.
17. Other duties as directed by the Principal.

QUALIFICATIONS: Ability to find Christ-pleasing solutions to problems and challenges that arise in everyday life and in the educational ministry. Membership in a LCMS congregation is preferred and being a member of Grace Lutheran is desired. Synodical training and a State Certificate is desired. A Bachelor's Degree and a current or prior teaching certificate are required. The teacher must present a professional appearance and attitude.

ESSENTIAL PHYSICAL ACTIVITIES AND WORK ENVIRONMENT: Sufficient stamina to stand, walk, kneel, reach, twist, crouch, squat, balance and bend on a daily basis. Sufficient hearing and speaking to give and receive instructions; and vision sufficient to read fine print. This job generally requires 90% standing and 10% walking, kneeling, reaching, twisting, crouching, and squatting. Must keep CPR and First Aide certification current.