



## **The King's Academy, Lake Ozark**

### **Teacher: Grade 3**

**Purpose** – to serve the church and implement the day school ministry of Christ the King Lutheran Church

**The Teacher, with the help of God, agrees to:**

- Teach/assist with the preschool/day school classes to which he or she is appointed,
- maintain Christian discipline in love,
- work in Christian harmony with the director, fellow teachers, pastor, elders, board of education and church staff,
- set a Christian example by word and action, according to professional and Christian ethics,
- Fulfill the duties as specified in the job description.
- Work under the supervision of the administrator and the CTK board of education.

**Preschool/Day School Responsibilities**

- Ensure equipment and the facility are clean, well-maintained and safe at all times
- Organize and maintain learning materials in the storage room

**Staff Professional Responsibilities**

- Plan and implement activities to meet the physical, emotional, intellectual and social needs of the children in the program
- Maintain a professional and Christian learning environment
- Organize learning materials and activities
- Turn in weekly lesson plans to the administrator
- Use The King's Academy Curriculum as a guide to classroom goals and targets
- Provide weekly and monthly schedules of activities
- Develop activities that introduce math and literacy concepts
- Establish policies and procedures including acceptable disciplinary policies
- Be familiar with emergency procedures
- Cooperate with the staff by performing any other duties when asked
- Attend training programs including staff orientation, in-service programs, and early childhood conference/district convention
- Review and assist in the selection of curriculum and educational tools for the preschool/day school classroom
- Keep parents informed of program expectations, program activities, and their child's progress
- Discuss children's development with parents
- Discuss identified problems and needs with professionals as appropriate

### **Student Responsibilities**

- Ensure children are supervised at all times
- Provide various experiences and activities for children including songs, games, and storytelling
- Set academic goals and targets for students, and assess achievement in those areas
- Build children's esteem
- Comfort children
- Establish routines and provide positive guidance
- Provide a safe and secure environment for children to feel comfortable
- Implement positive discipline when required
- Clearly and effectively communicate in a manner that children understand
- Observe children and make note of progress
- Integrate special needs children in a positive and respectful manner

### **Activities**

- Work under the direction of and with the preschool director/administrator in planning and preparation of programs, activities, and special events
- Organize and prepare one special day school program from the following activities – Day School Open House, fall field trips, Grandparents Day, Nursing Home visits, Veterans Program, **Fall King's Kids Sunday**, special visitors such as Police/Fire Department, Thanksgiving Feast, **Christmas program**, Christmas parties, Valentine's Day parties, Lutheran School Week, Enrollment Open Houses, Spring Academic/Art Fair & Open House, **Mother's Tea**, Dad's Day, **Spring Musical**, **Spring King's Kids Sunday**, Elementary Field Day, Preschool Olympics, **Awards ceremony**, **Graduation** (bolded events include music and require additional rehearsals)
- Collect and organize appropriate photographs of school year events
- Attend all special events and activities

### **Public Relations**

- Preschool teachers provide the preschool director with news and special event information for the weekly newsletter. Elementary and preschool newsletters are to be turned in to the secretary to upload on our website
- Promote literacy and childhood education

### **The Pre-School Teacher shall possess the following qualifications:**

- Half Day Preschool Teacher – B.S. in Education preferred or comparable experience and recommendation from previous employer.
- Full Day Teacher - B.S. in Education required.