



St. Paul, Des Peres Called or Contracted Teacher

Title: Called or Contracted Teacher
Reports to: School Principal
Responsible Board: St. Paul's School Board



Qualifications:

Member of a church in The Lutheran Church – Missouri Synod (*preferred*)
College degree in elementary or secondary education
Hold a current state Teaching Certificate and willing to obtain Missouri's Certificate within 5 years.
Be certified by The Lutheran Church - Missouri Synod or willing to obtain such certification within 5 years.

Hours:

7:15 am – 3:45 p.m. on school days,
Attend all pre and post school annual meetings per your designated call or contract.
Attendance is also required for all faculty, parent support group meetings and in-service meetings.
Attend state and district teacher's conventions.

Responsibilities:

Professionally & Spiritually:

- Embrace the mission, values, and purpose of St. Paul's Lutheran Church & School.
- Establish positive, open relationships with students, families, and co-workers.
- Greet, assist and communicate with all students, families, and visitors, in a timely, Christian manner.
- Conduct self in a professional and confidential manner in all situations.
- Update student records (*both with technology and official student cumulative files*).
- Collaborate with faculty members to research, identify, design and implement grade level appropriate curriculum and identify school process improvements.
- Articulate and evaluate the objectives of the classroom for courses taught.
- Produce, assemble, and distribute publications and electronic communication for courses taught.
- Implement and maintain effective and fair classroom control.
- Assist in the monitoring of students before & after school, during lunch time, in the hallways, in detention, on field trips, during athletics and other events and times when duty is assigned.
- Relate all curriculum areas to The Lutheran Church – Missouri Synod / Christian Objectives (*Curriculum Guide*).
- Use a variety of teaching mediums, age and curriculum area appropriate
- Execute testing programs that will evaluate students on the results of their progress in mastering the curriculum objectives.
- Stimulate children to understand and develop their God-given talents.
- Counsel students as individuals.

- Develop class schedule within the classroom using time recommendations that exceed the minimum set by the state legislature.
- Be open-minded, flexible and tolerant.
- Meet all standards and requirements as set by the School Board and Principal.
- Perform other professional responsibilities as directed by the School Principal.
- Understand and adhere to all recommendations and policies in the teacher's handbook.
- Annually set professional goals for self-development for learning specific to grade level and curriculum responsibilities to be reviewed by the principal.

Child-Care/Student Safety:

- Care for the health, safety, and welfare of children when needed, especially in absence of school nurse.
- Report any facility or health concern to school principal immediately.
- Understand and adhere to crisis management policies and school safety plans.

Technology:

- Stay proficient in the use of office and educational support software and hardware to deliver excellence in the classroom. (*i.e., Word, Excel, Publisher, Power-Point, FACTS, School Messenger, Google docs, Google Classroom, Apps, and other programs that benefit students and overall school programs*).
- Research technology to advance student learning and school program.

Supervisory Responsibilities:

Reference the Faculty Handbook for additional supervisory roles.