



Missouri District

THE LUTHERAN CHURCH — MISSOURI SYNOD

St. Paul, St. Joseph Teacher

Job Title: Teacher

Reports to: Principal/Administrator

FLSA Status: Exempt

Department: Day School

Summary: Responsible for implementing the Day School curriculum as assigned while sharing Christ's love and forgiveness to all students, parents, and staff.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Help to create and follow a schedule for his/her assigned classes in coordination with all other classes and teachers.
2. Assist with programs initiated by the church or school.

Educational:

1. Effectively plan for the delivery of the essential content of the subjects taught.
2. Choose and implement educational strategies that will most adequately meet the needs of both the individuals in the classroom and the group as a whole.
3. Evaluate student progress and make information available on a timely basis to parents, students, and administration.
4. Maintain order and discipline during the school day based on proper use of Law and Gospel.
5. Connect teaching in all subject areas to the Bible.
6. Organize and supervise appropriate field trips throughout the year.

Other responsibilities include but are not limited to:

1. Supervise students outside the classroom when assigned.
2. Attend faculty meetings, in-service events, parent-teacher conferences and scheduled professional conferences.
3. Hold before school informational meetings for students and parents.
4. Help to coordinate and lead extra-curricular activities and/or all-school events/programs both in and out of the school day.
5. Provide individual tutoring for students on an as needed basis.

Education/Experience: Bachelor's degree (B.A.) from a four-year college or university with degree in Elementary Education, or other related fields.

Language Ability: Ability to read, analyze, and interpret general educational data. Ability to write newsletters, tests and assignments that show an understanding of organized thought, grammar, and the English language. Ability to effectively present information and respond to questions from parents, students, and colleagues.

Math Ability: Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. To have a knowledge of and command for teaching the curricular material at the level assigned.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or schedule form.

Computer Skills: To perform this job successfully, an individual should have knowledge of Microsoft Word, Google Classroom, SMART Notebook and Chromebook usage.

Certificates and Licenses:

CPR

Child Abuse Prevention Certification

Work Environment: The work environment characteristics described here are representative of those most employees encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands: The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is frequently required to talk or hear, stand, sit, or walk.