



Missouri District

THE LUTHERAN CHURCH — MISSOURI SYNOD

Faith, Branson Classroom Teacher/Administrator Position (Elementary)

Job Classification:

Full time, 12-month salaried position

Qualifications:

The full-time classroom teacher/administrator must:

- Hold a bachelor's degree in education or related field
- Master's degree in educational field is desired
- Hold current Missouri teaching certification
- Be rostered by the LCMS, or working toward certification through the colloquy program

Required Expectations:

The classroom teacher/administrator is expected to:

- Affirm and comply with FLS Statement of Belief and standards of conduct
- Reflect and commit to the school's mission and vision
- Exemplify the Christian faith in both the classroom and personal life
- Be an active member of Faith Lutheran Church, or a sister LCMS congregation
- Resolve differences as Jesus teaches in Matthew 18
- Faithfully teach the Word of God as understood and taught by the LCMS
- Be active in life-long learning that promotes personal and professional growth
- Participate in performance based evaluations
- Participate in accreditation activities
- Be accessible and responsive to parents
- Attend and contribute to faculty meetings, devotions, and staff development activities

Duties and Responsibilities:

*Administrative: (Please note items with * are primarily summer responsibilities)*

- Execute the school policies and objectives in the student/parent and employee handbook
- Help prepare school budget
- Evaluate and establish curriculum that adheres to FLS statement of beliefs as well as state standards*
- Oversee the management of student information system
- Report and participate in school board meetings
- Develop volunteers for pick up/drop off, lunch and recess, and other duties*
- Coordinate with administrative assistant to accomplish day-to-day operations

Teaching:

- Integrate the Christian faith into all facets of the school day
- Demonstrate mastery of subject material
- Develop lesson plans in accordance with state standards. Have lesson plans available for the school board upon request
- Maintain attendance and grade records
- Create positive moments with students and parents
- Schedule and participate in home visits prior to the start of the school year
- Know, rehearse, and execute school emergency procedures
- Maintain a safe, clean, and orderly classroom
- Maintain a professional appearance as outlined in the employee handbook

Supervision Responsibilities:

- Before school – Should be ready and available in the classrooms a minimum of 15 minutes prior to the start of the school day
- Lunch/Recess – Assist with activities when aides are unavailable

Immediate Supervisor:

The classroom teacher/administrator reports to the executive director.

Congregation – School Board – Executive Director – Teacher/Administrator