



## **Martin Luther Academy, Kansas City Classroom Teacher**

**Department:** School    **Direct Report:** School Principal or Designee    **Classification:** Exempt

**Position Summary:** The classroom teacher is responsible for carrying out the mission of Martin Luther Academy. Teachers impact the lives of the young people we serve. Teachers are to serve as role models for Christian faith development, have personal interactions and respect for each other, and learn with integrity as duties are performed.

### **Primary Responsibilities:**

- Create a class environment favorable to learning and personal growth
- Establish effective rapport with pupils
- Motivate pupils to develop skills, attitudes, and knowledge needed to provide a good foundation for elementary grade education, in accordance with each pupil's ability
- Nurture students' development in their Christian faith
- Establish good relationships with parents and with other staff members
- Possesses complete mastery of the subject matter
- Remains current on required subjects through professional literature, teaching conferences, personal study, etc.
- Use available resources to enhance the learning experience for each student
- Recognizes and accommodates the unique learning style of each student
- Understands and acts on the basis of God's word, Law and Gospel, in teaching and maintaining classroom behavior
- Seeks and accepts counsel and assistance from the principal, pastor, and colleagues in dealing with classroom situations
- Keeps each student's spiritual well-being at the heart of the teaching mission

### **The position requires:**

- A love of people
- A college degree
- Capacity to work independently with minimal supervision and capacity to manage frequent interruptions
- Organizational and prioritization skills
- Capability to utilize office equipment effectively
- Computer literacy and competence with word processing, database entry, and spreadsheets -- Google Drive preferred.
- Ability to communicate effectively and in a professional manner which should be carried out via face-to-face interactions, e-mail and telephone communications, and any other form necessary
- Capacity to work well in a team setting; comfortable with the nature and activity of a classroom environment
- Maintains confidentiality and discretion
- At a minimum dress in business casual attire

- A desire to provide excellent customer service
- A desire to provide a welcoming, friendly, and collaborative environment

**This position is defined within the following guidelines:**

- In all interpersonal situations, treat each other with Christ-like love as referenced in 1 Corinthians 13:4-7 and Colossians 3:12-15.
- Adherence to published policies & procedures of Northland Lutheran School Association, (NLSA) and Martin Luther Academy, (MLA)
- Ability to lift up to 50 pounds
- Paid and unpaid time off will follow NLSA guidelines as approved by the Executive Council
- Vacation requests to be submitted in writing, and approved by the school principal or designee in accordance with the Employee Handbook

**Performance Review**

- Formal classroom observation completed yearly, with informal periodic reviews throughout the year

This Job Description indicates the general nature and level of work expected of someone in this position. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee. The employee may be asked to perform other duties as required.

*Martin Luther Academy exists to nurture students spiritually, emotionally, and academically.*

