



## **CALLED OR CONTRACTED TEACHER**

### **Job Description and Responsibilities**

- 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 the 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, Fast Direct, 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.