

## Job Description

**Job Title:** Called Elementary School Teacher

**Reports To:** Principal

**FLSA Status:** Exempt

**Department:** School

**Summary:** Responsible for the academic instruction and safety of children in the elementary grade classroom by performing the following duties.

**Duties and Responsibilities** include the following:

1. Teaches required information within the elementary grade level in the specified subject(s)
2. Assures information is understood and clearly communicated to students.
3. Identifies the need and makes arrangements for remedial instruction as required.
4. Responsible for academic climate of the classroom to include visual aids of related subjects or topics.
5. Tracks dissemination of information within classrooms in the Performance Record Book to include grading and related notes.
6. Prepares and confirms the final evaluation of grade on report cards on a quarterly basis.
7. Interacts with students on a regular basis by attending musical and athletic performances sponsored by the school. Teachers may choose to attend student performances/events not sponsored by the school if they wish.
8. Provides various enrichment and enhancement programs to include the cultural and physical development of children.
9. Monitors talents, special abilities, disabilities, deficiencies or problems of each individual child, documents issues/concerns as needed and notifies administration.
10. Interacts with parents/guardians and administration as needed.
11. Assists students with health and hygiene practices.
12. Applies general knowledge of music, art and physical exercise.
13. Maintains a professional manner by setting a good example for children.
14. Participates in all scheduled teacher meetings and trainings.
15. Becomes a member of St. Paul Lutheran Church, St. Joseph, MO. As a member and called teacher by this

congregation, regular attendance at worship services and Bible classes is expected as well as communing regularly at the Lord's Table.

- 16. Becomes active in the congregation by serving in any capacity as requested by the pastor(s) or other church member in a leadership position (VBS director, DCE, Sunday School superintendent, etc.). Special consideration will be given in regard to the amount of each teacher's involvement in extracurricular duties with the school.
- 17. Performs other related duties as assigned.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

Bachelor's degree in education from four-year college or university.

**Skills:**

Oral Communication Skills	Family/Child Relations	Computer Skills
Written Communication Skills	Organization	
Interpersonal Relations	Planning	
Customer Service	Professionalism	
Diplomacy	Reading Skills	
Math Aptitude	Time Management	

**Certificates and Licenses:**

- Teaching Certificate
- CPR

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters 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. Frequently exposed to outdoor weather conditions.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to use hands and talk or hear. The employee is frequently required to stand; sit and stoop, kneel, crouch, crawl, or walk. The employee is frequently required to climb a minimum of two flights of stairs. The employee is occasionally required to reach with hands and arms and climb or balance. The employee must occasionally lift and/or move up to 10 pounds.

\*Essential functions

11/04/2019