

THE TEACHER
JOB DESCRIPTION

Teachers at Immanuel Lutheran School will prayerfully help students gain the knowledge, skills, behaviors, and attitudes that will contribute to their development as mature, able, responsible, and literate Christian citizens.

Teachers shall be spiritual, educational, and professional leaders of the school and church communities. They shall reflect and commit to the school's Mission and Philosophy and the overall ministry and well-being of Immanuel Lutheran Church, School, and Pre-School.

Teachers are accountable to the Principal, Board of Education, and ultimately to the Voters' Assembly of Immanuel Lutheran Church. They will work as a team through loyalty and cooperation in a common purpose and ministry for Christ.

QUALIFICATIONS

The Teacher:

1. Is a servant of the Lord who accepts the call of God to the teaching profession.
2. Shall have a BA or BS or above from an accredited teacher training program.
3. Shall be synodically trained or be willing to complete colloquy classes toward such certification.
4. Is certified by the state or is able to meet the standards for such certification.
5. Continues to advance professionally through reading, conferences, and further study.
6. Is a member of professional organizations and actively participates in them.
7. Is a member in good standing of Immanuel Lutheran Church, another Lutheran church, or another Christian church.

RESPONSIBILITIES

General

The Teacher shall:

1. Exemplify the Christian faith and life, serving as a role model both in and out of the school to pupils, parents, fellow faculty and staff members, members of the congregation, and the community at-large.
2. Function in an atmosphere of love and order characteristic of the Body of Christ at work and will lead others toward Christian maturity.
3. Give support with time, talents, and treasure to all ministries of the church.
4. Assist and be responsible for areas of ministry as mutually agreed upon with the Board.
5. Exemplify Christian discipleship and witness and shall live in unity with members of the congregation and school.
6. Practice a regular and exemplary corporate worship life.
7. Be accountable and follow the spirit of Matthew 18 to resolve differences with pupils, parents, colleagues, and members of the congregation.
8. Show support for the role of parents as primarily responsible for their child's education and shall assist them in that task.
9. Respect parents and expect them to be partners in every aspect of the delivery of quality education to their children.
10. Emphasize to students the reality of their self-worth in Christ, thinking positively about them and their capabilities.

Specific

The Teacher shall:

1. Hold high standards for students and self.
2. Seek to find intrinsic motivations for students and help students take action upon their strengths and interests.
3. Diagnose students with difficulties and seek solutions, constantly searching for multiple options to activate students learning.
4. Teach faithfully the Word of God as understood and taught by the LC-MS.
5. Accept, adhere to, and promote the mission and purpose of the congregation and school.
6. Teach classes as assigned, following prescribed scope and sequence as scheduled by the Principal and Board.
7. Demonstrate mastery of all subject matter.
8. Develop lesson plans based upon valid teaching techniques to achieve curriculum goals.
9. Affect student learning by using valid teaching techniques to achieve curriculum goals.
10. Respect the intrinsic value of each child through attention to his/her emotional, intellectual, physical, social, and spiritual needs.
11. Use a variety of effective instructional aids, methods, and materials that will provide for resourceful teaching to reach each child in the classroom.
12. Plan a balanced use of field trips, guest speakers, computer technology, or other media.
13. Use homework effectively for drill, review, enrichment, or project work.
14. Maintain a comprehensive knowledge of each student's progress by assessing the learning of students on a regular basis, by keeping regular and accurate attendance and grade reports, by providing required progress reports, and by informing students, parents, and administration of serious deficiencies and failure with sufficient notice.
15. Conduct opening and closing classroom devotions and practice appropriate corporate prayer with the students.
16. Maintain contact with students' parents through frequent notes, e-mail, telephone calls, and face-to-face meetings.
17. Follow the school's discipline policies and procedures.
18. Maintain a clean, attractive, and orderly classroom.
19. Supervise extra-curricular activities, organizations, and outings as assigned and be responsible for such activities as mutually agreed upon with the Principal and Board.
20. Know, rehearse, and be able to execute school emergency procedures.
21. Be computer literate.

PROFESSIONAL STANDARDS

The Teacher shall:

1. Cooperate with congregational leaders, the Board, and the Principal in implementing all policies governing the operation of the school.
2. Notify the Principal and the Board of any policy which the teacher is unable to support.
3. Commit to life-long learning and to changes in personal and professional behaviors that promote growth for self and others.
4. Consistently seek performance feedback and willingly participate in performance appraisals.
5. Be willing to participate in school accreditation activities.
6. Maintain a teachable attitude by seeking the counsel of the Principal, colleagues, and parents.
7. Attend and participate in scheduled home visits, counseling sessions with students and/or parents, staff devotions, in-services, conferences, retreats, committee meetings, faculty

meetings, and parent-teacher meetings.

8. Refuse to use or circulate confidential information inappropriately.
9. Look to see the good in all situations, moving forward to make the most of difficult situations.
10. Remain objective when solving problems, looking for multiple solutions, believing that problems can be constructively managed, and soliciting input from all who are affected when problem-solving.
11. Effectively communicate my thoughts and feelings while listening to others in an open manner.
12. Establish and maintain positive, loving, mutual relationships with others.
13. Be accessible and responsive to parents.
14. Respectfully submit and be loyal to constituted authority.
15. Maintain a personal appearance that is a role model of cleanliness, modesty, and good taste in agreement with school policy.
16. Use accepted English in written and oral communication.
17. Represent the school in a favorable, Christian, professional manner to the school constituency and to the general public.
18. Place the teaching ministry ahead of outside or volunteer work.
19. Make an effort to appreciate, understand, and accept the uniqueness of Immanuel Lutheran School - Honey Creek and the church community.
20. Abide by all policies and decisions of Immanuel Lutheran Church, School, and Pre-School.