

IMMANUEL LUTHERAN CHURCH AND SCHOOL
212 W 4TH ST.
LOCKWOOD, MO 65682

TEACHER JOB DESCRIPTION

In order to mutually understand what is expected of you and what you will be held accountable for the following general job description for a teacher at Immanuel is provided. The School Board reserves the right to revise and update your job description from time to time, as it deems necessary and appropriate.

ACCOUNTABILITY

As a teacher at Immanuel you will work cooperatively as a team member with all other personnel of the school and church. You will be accountable to the principal of the school and will go to him/her with your school related ideas, questions, and concerns. If you are involved in non-school assignments of the congregation's ministry your accountability for this service will be to the appropriate board.

ROLE AND FUNCTION

As a teacher at Immanuel you are asked to associate closely with God through prayer, study of the Bible, and regular communion and church attendance. You are also asked to:

1. Live a lifestyle that reflects a dynamic relationship with Christ.
2. Be open-minded, tolerant and happy in your outlook on life.
3. Make a good appearance-dress and style appropriate for profession (No shorts).
4. Be sensitive to the needs of others, care about the feelings of others, show Christian concern for all, maintain confidences, and be respectful of others.
5. Use correct language, be tactful, be courteous, be an effective listener, and use correct written forms.
6. Be physically and emotionally helpful, poised, punctual, and enthusiastic.
7. Be able to articulate the objectives of the school, give evidence to a love of helping children, attend, participate, and be visible in church and community activities.
8. Be regular in Bible Class and Church attendance or in Sunday School leadership.
9. Have written lesson plans available at all times; follow class schedules, curriculum, and suggested chart of class instruction times.
10. Plan annually, semi-annually, quarterly, weekly, and daily.
11. Use Christian disciplinary methods, using Law and Gospel appropriately.
12. Keep the classroom appearance interesting, stimulating, neat, clean, and pleasant.
13. Arrange the classroom so that optimum learning can take place.
14. Maintain adequate records of student attendance and achievement.
15. Handle such clerical work as daily classroom scheduling, classroom book orders, photo copies, etc. before or after school
16. Be responsible for playground, lunchroom, dismissal, and other supervision as assigned.
17. Be responsible for making written and oral reports to parents.
18. Attend all faculty devotions, faculty meetings, teachers' conferences, and Parent/Teacher League meetings.
19. Serve in special ways or on special committees according to interest, talents, and abilities.
20. Pray regularly for each student, for each student's family, for your own leadership, for the pastor, and for each member of the faculty and staff.
21. Arrive at school at 7:30 a.m. and remain at school until 3:30 p.m.
22. Participate and supervise in the Christmas and Spring Practices and program.