

**Teacher**  
**Immanuel Lutheran Church and School**  
**St. Charles, MO**

- I. **PURPOSE:** The teacher will instruct children enrolled at Immanuel Lutheran School to advance the spiritual, creative, emotional and social development of the children in his/her charge as well as their academic development.

II. **PROFESSIONAL QUALIFICATIONS:**

The teacher of Immanuel Lutheran School...

1. Is a member of Immanuel Lutheran congregation or willing to become one.
2. Possesses a Lutheran Teaching Diploma, is colloquized, or is willing to meet the standards of the colloquy program.
3. Is certified to teach by the State of Missouri or is able to meet the standards for certification.
4. Has a bachelor's degree in education or a bachelor's degree in the area of teaching emphasis.
5. Holds membership in professional organizations and associations and actively participates in their activities.
6. Is supportive of parish ministry, exhibiting interest in the total ministry of the congregation.

III. **PERSONAL QUALIFICATIONS:**

The teacher of Immanuel Lutheran School...

1. Evidences a close relationship with God through prayer, study of the Bible, and regular communion and church attendance.
2. Evidences a lifestyle that reflects a dynamic relationship with Jesus Christ.
3. Dresses and acts in accordance with established policy.
4. Is sensitive to the needs of others, cares about the feelings of others, is tactful and courteous, shows Christian concern for all, maintains confidences, and is respectful of others.
5. Is able to articulate ideas and opinions well both orally and in written form.
6. Is capable of performing duties assigned.
7. Is able to articulate the objectives of the Lutheran school, demonstrates a love for teaching children, attends, participates and is visible in the congregation and community activities.

IV. **RESPONSIBILITIES:**

1. Instructs children in classroom - grade level to be assigned by the principal.
2. Relates instruction to the Christian objectives of the school in accordance with Holy Scripture and the Lutheran confessions.
3. Prepares lesson plans and submits them to the principal as requested.
4. Evaluates and reports students' academic progress.
5. Keeps accurate student records such as attendance and grades.
6. Makes written and oral reports as needed to parents concerning the academic, social, spiritual, creative, and emotional growth of their child.
7. Maintains good discipline within the classroom using Christian principles of Law and Gospel.
8. Maintains a safe, healthy, and stimulating classroom environment.
9. Knows emergency procedures and can execute such procedures (fire drills, bodily fluid disposal procedures, etc.)

10. Supervises playground, lunchroom, corridors, dismissal, and other areas as assigned by the principal.
11. Assists in the planning and implementation of special school programs i.e. operettas, chapel services, National Lutheran Schools' Week events, Academic Fairs, etc. as assigned by the principal.
12. Serves as sponsor or coach of extracurricular programs i.e. athletic teams, student council, yearbook, etc. as assigned by the principal.
13. Supervises extracurricular events i.e. athletic events, concerts, field trips, class parties, etc. as assigned by the principal.
14. Is an active contributor to all faculty committees to which assigned.
15. Attends required conferences, faculty meetings, faculty devotions, and PTL meetings.
16. Participates in service and continuing education programs.
17. Is available at school during the hours specified by the principal.
18. Submits budget information as requested by the principal to prepare the school budget.
19. Cooperates with the principal in the evaluation of instruction.
20. Executes school policies as adopted by the CLT (church leadership team) and Head of School and implemented by the principal.
21. Fulfills other duties as assigned by the principal.

#### **V. ACCOUNT ABILITY:**

The teacher is accountable to the head of school and principal who are responsible for the supervision of all teachers.

The teacher will work as a team member with all personnel of the school and church. Relationships will be characterized by loyalty and cooperation in a common ministry for Jesus Christ.

Accountability of the teacher for special assignments within the ministry of the congregation is to the board responsible for that ministry.