



Martin Luther Academy exists to nurture students spiritually, emotionally, and academically.

Position Description – Classroom Teacher

Martin Luther Academy - Kansas City, MO

Department: School **Direct Report:** School Principal or Designee **Classification:** Exempt

Position Summary: The classroom teacher is responsible for carrying out the mission of Martin Luther Academy. Teachers impact the lives of the young people we serve. Teachers are to serve as role models for Christian faith development, have personal interactions and respect for each other, and learn with integrity as part of their duties.

Primary Responsibilities:

1. Create a class environment favorable to learning and personal growth
2. Establish effective rapport with pupils
3. Motivate pupils to develop skills, attitudes, and knowledge needed to provide a good foundation for elementary grade education, in accordance with each pupil's ability
4. Nurture students' development in their Christian faith
5. Establish good relationships with parents and with other staff members
6. Possesses complete mastery of the subject matter
7. Remains current on required subjects through professional literature, teaching conferences, personal study, etc.
8. Use available resources to enhance the learning experience for each student
9. Recognizes and accommodates the unique learning style of each student
10. Understands and acts based on God's word, Law, and Gospel, in teaching and maintaining classroom behavior
11. Seeks and accepts counsel and assistance from the principal, pastor, and colleagues in dealing with classroom situations
12. Keeps each student's spiritual well-being at the heart of the teaching mission

The position requires:

1. A love of people
2. A college degree
3. Capacity to work independently with minimal supervision and the capacity to manage frequent interruptions
4. Organizational and prioritization skills
5. Capability to utilize office equipment effectively
6. Computer literacy and competence with word processing, database entry, and spreadsheets -- Google Drive preferred.
7. Ability to communicate effectively and in a professional manner, which should be carried out via face-to-face interactions, e-mail, telephone communications, and any other form necessary
8. Capacity to work well in a team setting; comfortable with the nature and activity of a classroom environment
9. Maintains confidentiality and discretion
10. At a minimum, dress in business casual attire
11. A desire to provide excellent customer service
12. A desire to provide a welcoming, friendly, and collaborative environment

Martin Luther Academy

7112 N. Overland Drive • Kansas City, MO 64151
Phone 816-734-1060 • Fax 816-734-0485
www.martinlutheracademy.org



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This position is defined within the following guidelines:

1. In all interpersonal situations, treat each other with Christ-like love as referenced in 1 Corinthians 13:4-7 and Colossians 3:12-15.
2. Adherence to published policies & procedures of the Northland Lutheran School Association (NLSA) and Martin Luther Academy (MLA)
3. Ability to lift up to 50 pounds
4. Paid and unpaid time off will follow NLSA guidelines as approved by the Executive Council
5. Vacation requests are to be submitted in writing and approved by the school principal or designee per the Employee Handbook

Performance Review

1. Formal classroom observation is completed yearly, with informal periodic reviews throughout the year

This Job Description indicates the general nature and level of work expected of someone in this position. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee. The employee may be asked to perform other duties as required.

Signature _____ Date _____
Scott Dixon - Principal

I have read and understand the expectations of the classroom teacher.

Signed _____ Date _____

*This agreement does not negate any policies as set forth in the Employee Handbook.