

***Immanuel Lutheran Church and School
Position Description***

Position Title: Full-Time Teacher in Immanuel Lutheran School
Directly Reports To: School Principal
Responsible To: Immanuel Lutheran Congregation
Last Revised: June 4th, 2025

Preamble

It is understood that all who are employed at Immanuel Lutheran Church and School agree to support and work towards the fulfillment of the congregation's mission and vision.

Called Ministers of the Gospel

When an individual is a Commissioned or Called candidate, the individual will carry out their responsibilities in the exercise of their ministry under the oversight of the Office of the Pastor as found in Section 1.2 of the Constitution and Bylaws of Immanuel Lutheran Church.

Position Qualifications

1. Demonstrate strong teaching skills in working with children, whether in previous teaching position or in student teaching assignment.
2. Has earned a minimum of a Bachelor's degree in education.
3. Hold a current Missouri teaching certificate or is eligible for a MO teaching certificate.
4. Ideally possess a Lutheran Teaching Diploma, is colloquized, or is willing to meet the standards of the colloquy program.
5. Is physically, emotionally, and spiritually healthy.
6. Lead an appropriate Christian lifestyle according to God's Word.
7. Demonstrate skills in communicating with children, parents, and colleagues.
8. Has the ability to plan academic lessons and organize a classroom.

Position Responsibilities and Duties

A. Responsibilities to the Administration and the School Staff

1. Promise to faithfully serve God's people in the teaching ministry in accordance with the Word of God, the Ecumenical Creeds, and the Confessions of the Lutheran Church – Missouri Synod.
2. Prepare thoroughly in all subject areas and classes which are assigned.
3. Keep accurate grade books, attendance reports, and other areas requiring documentation.
4. Maintain a complete plan book, listing long-range and short-range goals for the class.

5. Prepare quarterly report cards and mid-quarter reports.
6. Arrive to school punctually each day and be available during the hours set by the principal.
7. Schedule all class trips far enough in advance so that proper arrangements for transportation and chaperones may be met.
8. Dress appropriately and professionally while teaching in the classroom.
9. Incorporate technology into the classroom.
10. Effectively organize the class, keeping the classroom in an orderly and attractive state.
11. Keep current with information that is circulated from the Missouri District and from the Lutheran Church – Missouri Synodical offices.
12. Manage the classroom in a way which coincides with the policies and procedures found in the Family Handbook, showing cooperation and support of these administrative policies.
13. Assume a share of responsibility for administrative activities within the school (i.e. dismissal procedures, playground supervision, participation in assemblies).
14. Be prepared to discuss, for curriculum review purposes, the advantages and disadvantages of various texts in given subject areas.
15. Attend weekly staff devotions and staff meetings.
16. Be active and informed members of professional organizations.
17. Cooperate with fellow teachers and staff, striving for positive working relationships.
18. Fulfill other duties as assigned by the school principal.

B. Responsibilities to the Students

1. Actively engage students in each curricular area, providing a challenging and meaningful environment for learning.
2. Maintain good discipline within the classroom using the Christian principles of the Law and the Gospel.
3. Lead children in prayer throughout the day.
4. Ensure that the approved instructional materials are utilized effectively.
5. Supervise the students in your class at all times, including classes, lunch, and recess duty.
6. Counsel with individual students as necessary so that each child may fully utilize and develop their God-given talents and abilities, showing care for the needs of all students.

7. Model appropriate use of forgiveness with and for the students in your care.
8. Build the students up at all times in public, while reprimanding them in private.
9. Help the students to facilitate their commitment to the Lord and the church.
10. Develop in students a sense of service for God and for fellow man.
11. Help the students grow in awareness of the grace of God through Jesus Christ.
12. Seek the consultation and support of the Resource Consultant or other teachers and / or resources when working with students with special needs.
13. Know emergency procedures and can execute such procedures while leading a class of students (fire drills, intruder drills, tornado drills, etc.)

C. Responsibility to the Parents

1. Maintain a professional relationship with students and parents at all times.
2. Seek to establish cooperation between the home and the school.
3. Prepare weekly packet letters or other forms of communication to keep parents aware of assignments, projects, and other classroom activities.
4. Share strengths and successes of the children with parents. In addition, proactively communicate any concerns (academically, behaviorally, or socially) with the child's parents.
5. Encourage and / or support the process of securing outside professional help when necessary.
6. Take an active role in Parent-Teacher League meetings and regularly attend school events.

D. Responsibility to the Congregation

1. Worship regularly in the fellowship of believers as one of God's children and as an example to the believers and unbelievers.
2. Be active in attending adult Bible studies as opportunities exist.
3. Become involved in the work and activities within the church, as time and interest permits.
4. Serve in the leadership areas where God has granted special talents and as time permits (e.g. Student Council, Yearbook, Coach, Music)
5. Be willing to represent the school and church at a district conference, professional organizations, or synodical level as time and talents dictate.
6. Display and share a clear understanding of the school's mission and vision, both in the congregation and in the community.
7. Continually look for opportunities to share with others the benefits of a Lutheran education.