Job Description-K-8 Teacher

Purpose – to serve the church and implement the day school ministry of Christ the King Lutheran Church

The Teacher, with the help of God, agrees to:

- Teach the classes to which he or she is appointed,
- Maintain Christian discipline in love
- Work in Christian harmony with the School Administrator, fellow teachers, pastor, elders, board of education, church staff and all members of the ministry
- Follow the guidance of Matthew 18:15-16, Ephesians 4:29-32, and John 15:17 when experiencing disagreement or discontentment with others
- Set a Christian example by word and action, according to professional and Christian ethics
- Fulfill the duties as specified in the job description
- Work under the supervision of the Administrator

General Responsibilities:

- Ensure equipment and the facility are clean, well-maintained and safe at all times
- Report any unsafe situations or conditions to the Administrator
- Organize and maintain learning materials
- Plan and implement activities to meet the academic, spiritual, physical and social needs of students
- Follow the King's Academy adopted curriculum in all subject areas
- Maintain a professional and Christian learning environment
- Organize learning materials and activities
- Share weekly lesson plans with the Administrator
- Share weekly newsletters with the Administrator
- Use The King's Academy adopted curriculum, running records, or benchmark test results as a guide to classroom goals and targets
- Provide weekly and monthly schedules of activities to parents and share with the Administrator
- Develop rigorous age appropriate lessons to keep students engaged and learning
- Differentiate when needed to meet all of the students' needs
- Establish scaffolded daily lessons with whole group, small group and independent learning opportunities
- Establish classroom rules and expectations with approved disciplinary measures
- Be familiar with emergency procedures
- Cooperate with the staff by performing any other duties when asked
- Attend training and professional development, including staff orientation, in-service programs, and Missouri District conferences
- Assist in the review and selection of curriculum and educational tools
- Keep parents informed of their child's progress in a timely manner

Responsibilities Concerning Students:

- Ensure children are supervised at all times
- Provide a variety of learning modalities to meet every learning style
- Set academic goals and targets for students, and assess achievement in those areas
- Provide timely feedback for student work and graded assignments
- Build students' self esteem and confidence through communication
- Never disparage or humiliate students
- Use positive communication with parents, even with difficult topics
- Establish classroom routines and provide positive guidance
- Provide a safe and secure classroom environment for students to feel comfortable
- Implement positive discipline when required
- Clearly and effectively communicate in a manner that children understand
- Keep a detailed record of grades and attendance
- Integrate special needs children in a positive and respectful manner

Activities:

- Work under the direction of and with the Administrator in planning and preparation of curriculum, assessment, programs, activities, and special events
- Attend all special events and activities, including Teacher Induction and King's Kids Sundays

Public Relations:

- Communicate regularly with parents in a positive and friendly manner
- Consult with parents as necessary regarding concerns

K-8 Teachers shall possess the following qualifications:

- Part-time Teacher – B.S. in Education preferred or comparable experience and recommendation from previous employer.
- Fulltime Teacher - B.S. in Education required.