



POSITION: Classroom Teacher

STATUS: Exempt

REPORTS TO: Elementary Principal

DATE: December 2023

Position Summary: Provide instruction to meet the needs of all learners in the elementary grades classrooms on subjects including Bible, reading, science, social studies, literature, and math, creating a well-rounded, comprehensive instructional program.

Duties and Responsibilities:

Spiritually The individual shall possess characteristics that reflect the following:

- An unreserved acceptance of the school's Statement of Faith
- A strong, clear Christian testimony
- A mature, godly spirit
- A person of faith and prayer
- A broad acceptance of and by the evangelical Christian community
- Strong knowledge and understanding of Scripture
- Active involvement in his or her local church
- A servant leader

Professionally The following shall characterize the individual:

- Demonstration of management skills necessary to carry out the position
- Effectiveness in oral and written communication
- Openness to new ideas, initiatives, and concepts in education
- Engagement in continuing education and professional development

Academic Professional

- Create instructional resources for use in the classroom
- Plan, prepare, and deliver instructional activities
- Create a positive educational climate for students to learn in
- Meet course and school-wide student performance goals
- Participate in ongoing training sessions
- Create lesson plans and modify them accordingly throughout the year.
- Maintain grade books

- Grade papers and perform other administrative duties as needed
- Write grant proposals to gain funding for further research
- Create projects designed to enhance lectures
- Read and stay abreast of current topics in education
- Create lesson plans
- Utilize various curriculum resources
- Integrate competencies, goals, and objectives into lesson plans
- Utilize curricula that reflect the diverse educational, cultural, and linguistic backgrounds of the students served
- Develop incentives to keep participants in the class
- Develop professional relationships with other agencies and programs
- Utilize public library resources
- Work with program coordinators to ensure initiatives are being met
- Tutor students on an individual basis
- Establish and communicate clear objectives for all learning activities
- Prepare and distribute required reports
- Observe and evaluate students' performance
- Manage student behavior in the classroom by invoking approved disciplinary procedures

Language Standards:

- Must be able to read, write, speak and understand spoken English

Ideal Candidate Requirements:

- Bachelor's Degree in Education
- Experience teaching student in a formal, educational setting

Working Relationship and Scope: Reports directly to the Elementary Principal. Interacts with school staff, students, families, and volunteers.

Acknowledgment: This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Elementary Principal. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Received by Employee

Date

Signed by Supervisor

Date