

JOB DESCRIPTION

CLASSROOM TEACHER

All staff members are called by God to their individual responsibilities in this ministry. As such they must be able to represent Christ to their students and their families. They must be seeking to grow in the grace and knowledge of the Lord Jesus Christ (II Peter 3:18) through attendance at worship services at their churches, participation in service areas of their churches as their time and gifts allow, and daily personal devotional times.

Ministry responsibilities are as follows.

TIME COMMITMENTS

- Preparation days prior to the start of the school year
- Staff meetings
- In-service
- Workshops/conferences
- Assigned hours during the school day
- After school hours
 - Parent-teacher conferences
 - Programs
 - End of the year close out
 - Parent-Teacher Fellowship Meetings

NONTEACHING RESPONSIBILITIES

- Reporting student attendance
- Supervision of students
 - Prior to the start of the teaching day
 - Lunch
 - Recess
 - Safety drills
 - Arrival and dismissal supervision
 - Study halls (middle school staff)
- Distribution of text and student supplies
- Return of hardback texts at the end of the year
- Maintaining student records

EDUCATIONAL RESPONSIBILITIES

- Planning
 - Preliminary plans for the year prior to the start of school
 - Daily lesson plans
- Maintaining a Substitute Folder
- Homework assignments
- Student assessment
 - Grading
 - Keeping accurate and up to date records of students' performance on Renweb
- Working with the Learning Lab teacher for students with special needs

Maintaining bulletin boards to reflect instruction and/or student achievements
Planning instruction related field trips
Supervising achievement testing
Recommending students for special year end awards
Self-evaluations at the end of the year

DISCIPLINE

Establishing and maintaining clear classroom policies
Following school discipline policies
Counseling students with love and prayer
Communicating problems as early as possible to parents for a coordinated effort to affect change in student behavior
Recommending students needing additional guidance to the administration

COMMUNICATION WITH PARENTS

Emails to parents, homework assignments, student behavior, student performance
Responding to emails from parents promptly
Conferences concerning student performance or behavior
Grading period conferences

