

# Immanuel Lutheran Church & School Job Description

**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 as set forth in the personnel policies.

**Job Title:** Teacher (Kindergarten – 8<sup>th</sup> Grade)

**Reporting To:** School Principal

**Status:** Exempt • Full-Time or Part-Time

**Salary:** According to the Immanuel Lutheran School Faculty Salary Schedule

**Employment Term:** This 10-month position follows the school calendar as approved by the Board of Christian School starting on or around August 15<sup>th</sup> and ending on or around June 15<sup>th</sup> annually. Employment is at-will according to the Personnel Policy Manual.

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## **Purpose of the Position**

- To teach the Word of God and the required curriculum for the assigned grade.
- To assist the Principal in establishing a Christian learning environment in the school.
- To work with students and their families to assist them in becoming responsible members of the Body of Christ.

## **Academic / Professional Qualifications**

- A Bachelor's Degree or Master's Degree in Early Childhood Education, Elementary Education, or Secondary Education
- Professional Educators License from the Illinois State Board of Education or taking steps toward such licensure
- Member in good standing of an LCMS congregation preferred
- LCMS Rostered Worker (or Roster Eligible) preferred
- Positive Christian role model

## **Key Competencies & Skills**

- Verbal and written communication skills
- Professional personal presentation
- Organizing and planning
- Attention to detail
- Initiative
- Reliability
- Personal emotional management
- Ability to work as part of a team

## **Work Schedule**

- On days school is in attendance, full-time teachers are to arrive a minimum of 30-minutes before the start of the school day; part-time teachers are to arrive according to the agreed upon schedule. All teachers are strongly encouraged to participate in devotions before school.
- On days school is in attendance, full-time teachers are to stay until at least 3:00pm to assist with homework and to be available to students, parents, other teachers and the principal; part-time teachers may leave according to the agreed upon schedule. In accordance with Immanuel's Conflict of Interest Policy and to assure students receive reasonable assistance without charge from their own teachers, all teachers are not permitted to receive compensation for tutoring students during the school year on days school is in session.
- All teachers are to attend all scheduled faculty meetings, teacher conferences, and any other meeting required for the proper functioning of the school.

## **Essential Duties & Responsibilities**

- Relate instruction to the Christian objectives in the school.
- Communicate effectively with students, commending and reinforcing good conduct and achievement.
- Communicate effectively with parents, both in written form and in personal contact when necessary.

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## Essential Duties & Responsibilities - continued

- Use wholesome motivational techniques that help produce the desired learning environment.
- Make effective long-range and short-term (daily lesson plans) planning for classroom instruction.
- Maintain effective Christian discipline in the classroom.
- Counsel with students individually when necessary.
- Keep the classroom appearance interesting, stimulating, neat and pleasant.
- Use appropriate procedures to evaluate student attendance and achievement.
- Maintain adequate records of student attendance and achievement.
- Execute the standardized testing program, record, study and utilize the results.
- Train and supervise aides and volunteers when appropriate.
- Assist with special school programs, religious services, projects and extracurricular activities as agreed on and according to one's contract or other written agreement.
- Be responsible for playground, lunchroom, hallway and other supervision as assigned by the principal.
- As able, attend school programs and activities in which your students are participating.
- Grow professionally through educational readings, attendance at workshops and participation in graduate level courses.
- Maintain a substitute teacher folder that contains the daily schedule, class list and materials used.
- All homeroom teachers are to visit with their students prior to the beginning of each school year.
- Be involved in the worship life of one's parish.
- Other duties as directed by the Principal or School Board.