

# 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 (Resource)

**Reporting To:** 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 basic academic subjects to students (K-8) requiring remedial work using special help programs to improve scholastic performance.
- To teach the required curriculum for the assigned grade level and/or subject.
- To assist the Academic 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 with a Learning Behavior Specialist Endorsement from the Illinois State Board of Education or taking steps toward such licensure
- Sufficient skills and knowledge to fulfill the responsibility of this position including Individual Education Plans, 504s, and Response to Intervention
- 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 Academic 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, teachers are not permitted to receive compensation for tutoring students during the school year on days school is in session. All compensable tutoring must take place on non-attendance days.
- Teachers are to attend all scheduled faculty meetings, teacher conferences, and any other meeting required for the proper functioning of the school.

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### **Essential Duties & Responsibilities**

- Relate instruction to the Christian objectives in the school.
- Teach basic subjects such as reading, writing and math applying lesson techniques designed for short attention spans and a variety of learning delays.
- Select and teach material in necessary subjects such as reading and math related to learning level and needs of individual student.
- Modify assignments as necessary.
- Confer with appropriate classroom teacher to obtain additional testing information and to gain insight on student behavioral disorders affecting learning process.
- Design special help programs for low achievers and encourage parent-teacher cooperation.
- Attend professional meetings, write reports, and maintain adequate records for each student serviced.
- Develop 504 plans for students with the school.
- Elicit assistance when necessary from the local public school district in developing Individualized Education Plans.
- Meet with the Academic Principal regularly.
- 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.
- 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.
- 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 Academic 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 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 Academic Principal or School Board.

### **Working Conditions and Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.