



Elementary Classroom Teacher

Kingsway Christian School

2019-2020

POSITION DESCRIPTION

Position Reports To:	Elementary Principal
Provides Services For:	Administration Students Families Community
Professional Qualifications:	Bachelor's Degree (preferably in education) Proper state and ACSI certification Ability to work with administrative team and school board
Personal Qualifications:	Personal relationship with God through Jesus Christ Person of integrity Evidence of spiritual maturity and clear Christian testimony Exhibits fruits of the spirit in actions and speech Active member of an evangelical church Able to maintain confidentiality
Contracted By:	Head of School on behalf of the School Board
Supervision/Evaluation:	A formal/informal evaluation by the principal each year
General Description:	The elementary teacher is responsible for the daily functioning of the classroom. The teacher will prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christian men and women to the glory of God.

Relationship to Students

- Effectively lead and interact with the students
- Provide classroom instruction conducive to learning
- Represent Christ and promote a strong spiritual foundation for students
- Knowledgeable of current best practice literature and methods affecting student learning

Relationship to Faculty/Staff/Parents

- Work together as a unit with other team members
- Communicate with students and parents on a regular basis
- Support and encourage students, parents, and fellow workers as instructed in God's Word
- Assist parents in the task of teaching children in the Lord
- Recognize the role of parents as primarily responsible before God for their child's education

Instructional responsibilities:

- Teach classes as assigned following prescribed scope and sequence and curriculum outline
- Prepare weekly lesson plans and submit to appropriate principal as required
- Integrate Biblical principles and a Christian philosophy of education throughout the curriculum
- Use a variety of teaching methods/techniques to meet the needs of various learning styles
- Devise and carry out appropriate discipline plan for classroom
- Plan appropriate field trips to aid student learning
- Use homework effectively for drill, review, enrichment or project work
- Maintain accurate grades for each student
- Schedule and attend at least one parent/teacher conference and any more as needed
- Carry out special projects or serve on committees as assigned by the principal
- Participate in the development and assessment of Continuous School Improvement Plan
- Participate in the selection of curriculum as outlined in school policy
- Order appropriate materials/supplies for the next instructional year

Non-Instructional Responsibilities:

- Cooperate with administration in implementing all policies, procedures, and directives governing the operation of school
- Maintain accurate attendance record as established by school policy
- Keep students, parents, and administration adequately informed of progress or deficiencies and give timely notice of academic and behavioral events
- Maintain classroom and materials in a clean, attractive, orderly manner
- Fulfill any extra-curricular assignments in an efficient manner
- Execute all non-instructional duties relevant to the position as assigned by the principal (recess, lunch, car line, etc.)
- Attend special events of the school as deemed required by the school administration
- Rehearse and execute responsibilities described in the Crisis Management Plan

Professional Responsibilities:

- Utilize educational opportunities and evaluation processes for professional growth
- Acquire and maintain an ACSI teaching license within first year of employment
- Attend and participate in scheduled devotional, in-service, committee, divisional, faculty, and parent meetings
- Attend appropriate activities as explained in the Employee Handbook
- Maintain open, positive communication with parents, administrators, and peers
- Help in the assignment of students to classes for the following year
- Assist administration in data collection relevant to assets, inventory, budgets and other items