

Rockford Lutheran School Job Description
SCHEDULE A

Job title: Teacher

Created: March 1997

Revised: April, 2016

Reporting responsibilities:

- Reports directly to the Dean of Faculty.

Educational requirements:

- Have a minimum of a Bachelor's Degree

Skills and responsibilities:

- Will in all aspects of the position, further and support the mission and ministry of Rockford Lutheran School.
- Will at all times conduct all required duties in a spirit of cooperation with staff members, co-workers, students, parents and members of the public.
- Demonstrate a high level of skill in effective oral and written communication.
- Be able to meet the physical and emotional demands of the position, maintain poise, be flexible, be punctual in performance of duties, and maintain a high level of enthusiasm.
- Communicate effectively with pupils in regards to academic and behavioral expectations, commending and reinforcing good conduct and achievement.
- Must be physically and mentally able to maintain an orderly climate of learning at all times along with effective discipline in the classroom according to expectations provided in the faculty handbook.
- Be willing to seek instructional and class management assistance from other teachers and from the administration when improvement in these areas is needed.
- Be willing to serve as a mentor to teachers who are substituting, or who are new to the system.
- Develop, write and deliver lesson plans in accordance with school requirements and by using such methods and techniques as have been defined in teacher training institutions.
- Will have written lesson plans available at all times, using the format required by the school, so that substitutes will be able to deliver an effective lesson in the absence of the teacher.
- Counsel students individually as necessary.
- Arrange the classroom so that optimum instruction can take place during a variety of learning experiences.
- Maintain clerical records as required by the school in accordance with the faculty handbook.
- Supervise students in the halls and other general areas of the building as defined in the faculty handbook.

- Will be at school by 7:15 a.m. And leave no earlier than 3:30 p.m.
- Make necessary oral and written reports to parents.
- Attend all faculty meetings and other required activities.

Religious requirement:

- Must reflect the highest level of Christian attitude, behavior, and ethics
- Must love and nurture the future generations of Christian youth, and give whatever amount of time in this mission as may be required.
- Include God in all teaching, and evidence a lifestyle that reflects a dynamic relationship with Jesus Christ.
- Clearly articulate the objectives of the school, evidence love for teaching children, attend, participate, and be visible in school and church activities.
- Integrate instruction with Christian objectives of the school.

School/community relationships:

- Attends required parent / teacher meetings.
- Demonstrate willingness to be involved in such parent groups as are organized for the benefit of the school, students, and faculty.

Special requirements:

- Must, at all times, demonstrate an attitude of professionalism as defined by applicable state laws and regulations of the school.
- Maintain a cooperative attitude in dealing with parents, students, and teaching associates.
- Dress in a professional manner for classroom teaching duties, and shall dress appropriately for other school activities, using Christian modesty as the guideline.
- Shall be employed on a ten month contract with time off for such regular and special holidays as specified on the yearly school calendar.

Teacher Load:

- A full time Junior/Senior High School position consists of 6 classes, 1 administrative duty period and 1 preparation period each day.
- A full time Elementary (K-6) self-contained classroom teacher position consists of 7 periods of instruction/student supervision with a minimum of one 40 minute preparation period and one 30 minute lunch period each day.
- Compensation for part-time positions are pro-rated according to an 8 period day consisting of 7 duty periods or a weekly duty of 35 duty periods out of a 40 period week

Other:

- Shall perform such other duties as may be necessary from time to time as assigned by the Administration.

Physical Environment

Must be able to lift common office supplies and equipment weighing up to twenty pounds.
Typical noise level is moderate for a teaching environment.

I understand the description of this job and essential functions as given above.

Signature _____ **Date** _____

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M/F/D/V**