



## **Job Description for the Position of Teacher**

The teachers are the chief instructors in the school and lend leadership to all educational agencies of the congregation.

In relation to the school, the teacher's chief activity is that of instructing the children in the area set forth in the school's curriculum within the spirit of the school's statement of purpose and other statements of school philosophy and objectives. Teachers are required to participate in non-classroom duties directly related to student activities, enrichment programs and community outreach.

As an instructor, the teacher directs, controls, and manages all matters having to do with the teaching-learning process in the classroom.

### **I. Personal Characteristics**

#### A. Communication Skills

1. The teacher communicates effectively orally and in written form.
2. The teacher uses correct grammar, sentence structure, mechanics and spelling.

#### B. Personality

1. The teacher displays confidence, poise and self-control.
2. The teacher shows cheerfulness and a sense of humor governed by good taste.

#### C. Personal Appearance

1. The teacher appears well-groomed.
2. The teacher is dressed tastefully and neatly.

#### D. Spiritually

1. The teacher faithfully teaches the Word of God, the Sacred Scriptures, in its truth and purity and as set forth in all the symbolical books of the Evangelical Lutheran Church.
2. The teacher exemplifies the Christian faith and life, and functions in an atmosphere of love and order characteristic of the Body of Christ at work and leads others toward Christian maturity.
3. The teacher shows due concern for all phases of ministry, and works for the promotion and improvement of all efforts in Christian education.
4. The teacher exemplifies Christian discipleship and witness, and lives in Christian unity with the members of the congregation and co-workers, and to seek earnestly the advancement of God at home and abroad.

### **II. Professional Characteristics**

#### A. Professional Growth

1. The teacher takes advanced courses for continuing education and professional growth in the ministry of the Gospel.
2. The teacher attends professional meetings and conferences.
3. The teacher reads professional periodicals and materials.
4. The teacher holds membership in professional organizations such as LEA.

#### B. Professional Attitude

1. The teacher supports in practice the school's statement of purpose, philosophy and objectives.
2. The teacher follows established policies, procedures, and directives from the principal.
3. The teacher follows Matthew 18 in differences of opinion with the pastors, principal, and the Board of Education.
4. The teacher participates in congregational activities and Bible study.
5. The teacher accepts and fulfills assigned responsibilities.

### C. Professional Cooperation

1. The teacher cooperates with the principal.
2. The teacher assists with general supervision of students in such areas as:
  - a. playground
  - b. dismissal
  - c. cafeteria
3. The teacher completes required records, reports, and forms in a timely manner.
4. The teacher assists with orientation of new staff members.
5. The teacher offers suggestions and support in such areas as:
  - a. policy development
  - b. budget
  - c. building maintenance
  - d. school calendar
  - e. selecting materials for purchase
  - f. improvement of school's programs
  - g. staff meetings
  - h. names of prospective staff members
  - i. staff and parent handbook changes
  - j. hygiene and safety
  - k. public relations and student recruitment
  - l. school discipline
  - m. enforcement of school code

### D. Relationships with Staff, Parents and Community

1. The teacher cooperates with other staff members and maintains a Christian professional relationship with them.
2. The teacher attends all faculty meetings and is a constructive participant in them.
3. The teacher communicates with parents and provides parents with information relating to the school and student work.
4. The teacher sees own role as assisting parents.
5. The teacher attends and participates in all meetings and functions of the Parent-Teacher League.

### E. Relationships with Students

1. The teacher shows courtesy to students and an interest in them.
2. The teacher displays an interest in his/her students; refraining from negative, sarcastic or belittling comments or responses to or about students.
3. The teacher respects the ability and worth of each pupil as a child of God.
4. The teacher emphasizes to the students the reality of their self-worth in Christ.
5. The teacher promotes a positive self-esteem to the students.

### F. Classroom Discipline

1. The teacher disciplines without vindictiveness or anger or to display authority.
2. The teacher establishes appropriate classroom rules.
3. The teacher establishes appropriate consequences for improper and proper classroom behavior.
4. The teacher communicates the discipline plan to students.
5. The teacher uses the discipline plan.
6. The teacher maintains discipline through the proper use of Law and Gospel.

### G. Knowledge of Subject Matter

1. The teacher demonstrates adequate knowledge of the subject matter.

### H. Non-Classroom Student Activities, Enrichment Programs and Community Outreach

1. The teacher attends and participates in specific required events determined annually by the principal.
2. The teacher volunteers and/or is assigned to manage or assist with multiple yearly school events from a list provided annually by the principal.

### **III. Instructional Competence**

#### **A. Classroom Environment**

1. The teacher arranges the classroom so that optimum instruction can take place.
2. The teacher maintains current and topical bulletin boards and classroom displays.
3. The teacher displays student work when appropriate.
4. The teacher maintains adequate lighting and temperature within the limitations of the existing plant.
5. The teacher maintains a neat and orderly classroom.
6. The teacher maintains the classroom for student comfort and enjoyment.

#### **B. Instructional Planning**

1. The teacher develops appropriate short-range and long-range plans.
2. The teacher plans for maximum use of instructional time.
3. The teacher plans instruction and classroom activities that stimulate all levels of thinking.

#### **C. Instructional Management and Climate**

1. The teacher cultivates a non-threatening classroom environment and climate by:
  - a. recognizing and acknowledging each student daily.
  - b. showing concern for students' feelings.
  - c. using appropriate positive reinforcement of students.
  - d. acknowledging and using student ideas or responses.
  - e. dignifying incorrect student responses.
  - f. accepting creative, alternative student responses.
  - g. demonstrating enthusiasm for and interest in both the content and students.
  - h. providing individual help and time for individual students as needed.
2. The teacher establishes an orderly and productive classroom atmosphere by:
  - a. communicating and maintaining rules and consequences.
  - b. setting and communicating standards for success.
  - c. holding students accountable for the completion and quality of their work.
  - d. reinforcing correct behaviors.
  - e. actively supervising student seat work.
  - f. providing an alternative setting for some students when needed.
  - g. making maximum use of instructional time.
  - h. equalizing teacher proximity to students.

#### **D. Active Teaching**

1. The teacher implements a lesson design which incorporates, as necessary, the following:
  - a. Provides anticipatory set (focus attention, review, set stage for learning).
  - b. States specific objective clearly.
  - c. Provides clear and concise instructional input.
  - d. Models expected behavior.
  - e. Provides appropriate independent practice only after activity has been learned.
  - f. Summarizes lesson, stating what has been learned.
  - g. Uses a variety of techniques and activities to keep students actively involved in the learning task.
  - h. Uses directed questions.
  - i. Promotes higher level thinking skills.
  - j. Calls on all students equally to respond and participate.
  - k. Provides for successful student experiences.
  - l. Maximizes student time on task.
2. Monitors student progress and provides enrichment activities when needed.

#### **E. Evaluation of Instruction**

1. The teacher uses periodic testing to give both the student and teacher specific and timely feedback about the students' mastery of learning outcomes.
2. The teacher uses cumulative testing to measure overall student progress.
3. The teacher provides for the assessment of thinking skills at the knowledge, comprehension, application, analysis, synthesis, and evaluation levels.