

**Job Title:** Lower/Upper Elementary Teacher

**Department:** K-5

**Reports To:** Assistant Principal and K-8 Principal

**FLSA Status:** Exempt

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## **Job Description**

### **Purpose**

The teacher shall prayerfully help prepare minds and hearts to know and serve God, for His glory alone.

### **Job Description**

Teachers are called upon to help students see, understand and appreciate how God moves through specific academic discipline(s).

### **Qualifications**

Bachelor's degree in Education or related field; ACSI certification, or the ability to acquire within 1 year of employment.

### **Essential Job Functions**

#### **Spiritual Leadership**

- Use your position to support the mission of preparing minds and hearts to know and serve God, for His glory alone.
- Model Christian leadership, living out Southeast's Statement of Faith and Biblical Code of Conduct
- Ensure that the classroom/work environment is Christian-based, nurturing, wholesome, and loving.
- Biblical integration at all levels of learning, discipline and professional work.

#### **Academic Leadership**

- Develop and administer curriculum consistent with school standards, mission & Biblical standard
- Conduct ongoing assessments of student skills and learning, and modify instructional methods to fit individual students' needs, including students with special needs; conduct individual and small group instruction as needed.
- Demonstrate the ability to utilize various teaching approaches to accomplish the curriculum while meeting standards.
- Select and requisition appropriate books, instructional aids, and other supplies and equipment and maintain inventory records.
- Have a thorough knowledge and understanding of the Christian philosophy of education that will help in providing leadership and guidance in the school's development of and commitment to a Christian worldview.
- Integrate biblical principles and the Christian worldview throughout the curriculum and activities.
- Teach classes, as assigned, following the instructional methodologies adopted by the school as outlined in the staff handbook.
- Ensure that your classroom reflects a professional and Christian environment.

- Have knowledge of the physical/emotional development of children—particularly at the age level of the children being taught—and understand the problems they face.
- Plan a program of study to meet the individual needs, interests, and abilities of the students, challenging them to do their best work through differentiation and accommodations. Work in step with our MTSS program to support students at all levels of ability.
- Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child—spiritual, mental, physical, social, and emotional.
- Plan, through approved channels, the use of field trips, guest speakers, and other media for a balanced classroom.
- Regularly assess through authentic student assessments the learning of students, and provide progress reports.
- Respond appropriately and in a timely manner to parent communications
- Participate in formal and informal parent-teacher conferences.
- Participate in continuous professional development through professional reading, college course work, professional learning communities, in-services, workshops, and conferences.
- Collaborate with specialists to help maintain a well-rounded classroom education.
- Provide a good learning environment by keeping proper and consistent discipline in all places.
- Arrange and plan for substitute teachers when needed, and assist them in successfully carrying out their responsibilities.

### **Additional Duties or Responsibilities**

- Demonstrate leadership in a positive and collaborative manner.
- Maintain a physical presence with the students by attending and participating in school chapels, assemblies, athletics events, and other presentations.
- Participate in beginning-of-year staff orientation, staff devotionals, staff meetings, and parent/teacher fellowship meetings.
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents, or staff.
- Maintain regular and accurate records of attendance and grades to meet the demands for a comprehensive knowledge of each student's progress.
- Keep students, parents, and the administration informed of student progress or deficiencies and give sufficient notice of student failure.
- Know the procedures for dealing with emergency situations in the classroom and school. Conduct required emergency safety drills in coordination with school leadership.
- Participate in drop-off, pick-up, all safety drills and lunchroom duties as scheduled/assigned.
- Actively perform any other duties that may be assigned.

### **Mental and Physical Demands**

Work is performed in a classroom environment and requires the ability to sit and stand for periods of time, operate standard office equipment and keyboards. Must have the ability to lift and carry small/medium size packages and other items, to walk short distances, and drive a vehicle to deliver and pickup materials.

The employee is occasionally in outdoor weather conditions. The employee may encounter difficult student/family situations that can be stressful.

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Job descriptions are not meant to be all inclusive and may evolve and change. The school reserves the right to modify and/or change job duties with written notice to staff.

This job description does not constitute an employment contract, and all employment with the School is At-Will.

By signing below, you acknowledge receipt of your duties & responsibilities.

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Employee Name (please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date