



Job Description - Teacher

Every member of our staff is to reflect our mission and purpose which is to dedicate ourselves to the spiritual, academic, physical, social and emotional development of God's children, equipping them to love God, love people and serve in God's world.

Remember, ALWAYS, that you are a member of the Our Savior Lutheran Church and School ministry team. This includes not only the time you are on campus but also in the community and on-line. Please review our expectations in the Our Savior Lutheran Church and School Employee Handbook.

Accountability

- The teacher is accountable to the principal and will report regularly to the principal.
- The teacher will work as a team member with all other personnel of Our Savior Lutheran Church and School.
- Relationships will be characterized by loyalty and cooperation in a common cause and ministry for Christ.
- A teacher who is given special assignments in the ministry of the congregation is accountable to the board responsible for that ministry.

Qualifications

The teacher:

1. Is certified by the State of Florida; is eligible for state certification and is completing the professional orientation plan within two years of said teacher's employment.
2. **If Assigned to Preschool Classroom**, must be licensed by the Pinellas County License Board for Children's Centers. Teachers with preschool responsibilities must show progress toward the completion of a bachelor's degree.
3. **If Assigned to Elementary or Middle School Classroom**, must have a bachelor's degree from an accredited college or university. A teacher in an area of specialty may show sufficient experience or education in that particular area.
4. Is willing to work toward colloquy as requested by the school board if not a rostered member of LCMS (Lutheran Church - Missouri Synod)..
5. Will hold memberships in professional organizations and associations whose philosophies and beliefs are aligned with Our Savior Lutheran Church's theological commitment.
6. Has a wholesome parish viewpoint, exhibiting interest in the total educational effort of the congregation.
7. Is an active member of a Christian Congregation who regularly attends worship (this has been defined by the board of elders by at least 2 services per month), Bible class, and Our Savior Lutheran Voters Meetings, serves and/or assists with various ministries in addition to the school's commitment.

Personal Qualifications

The teacher:

1. Associates closely with God through prayer, study of the Bible, regular communion and church attendance.
2. Evidence of a lifestyle that reflects a dynamic relationship with Christ.
3. Is open minded, tolerant, and happy in outlook on life.
4. Projects a professional appearance; including appropriate dress.
5. Is sensitive to the needs of others, cares about the feelings of others, shows Christian concern for all, maintains confidence, and is respectful to others.

6. Uses correct language, is tactful, is courteous, is an effective listener, is warm, and uses correct forms of communication.
7. Is physically and emotionally healthy, poised, punctual, and enthusiastic.
8. Is able to clearly articulate the objectives of the school; evidences love for teaching children; attends, participates and is visible in church and community activities.

Responsibilities

The teacher:

1. Communicates effectively with students, commending and reinforcing good conduct and achievement on the part of the children.
2. Serves or assists on school committees as requested by the principal.
3. Uses wholesome motivational techniques.
4. Uses effective diagnostic and remedial procedures.
5. Uses adequate procedures to evaluate student achievement.
6. Maintains regular contact with parents about student progress and/or other concerns.
7. Attends faculty meetings and department meetings.
8. Completes tasks necessary for assigned committees.
9. Utilizes technology in instruction.
10. Uses Christian disciplinary methods, using law and Gospel appropriately.
11. Keeps the classroom appearance interesting, stimulating, neat, clean, and pleasant.
12. Relates instruction to the Christian objectives of the school.
13. Arranges the classroom so that optimum instruction can take place.
14. Varies teaching procedures.
15. Has written lesson plans available at all times, which corresponds with the curriculum guidelines.
16. Supervises playground, walkways, lunchroom, and other assigned areas according to safety guidelines.
17. Electronically records student attendance and achievement in a timely fashion.
18. Administers standardized testing program and utilizes the results to inform instruction needs of students..
19. Handles administrative work involved in scheduling field trips and visits by students.

The teacher will also be responsible for guidelines and information detailed in the **Family Handbook** and **Personnel/Employee Handbook**.

Conferences and Workshops:

Mandatory attendance is expected at the FL-GA Educators Conference

- *The principal may, during the course of the year, request that a teacher attend conferences, conventions, or workshops.*

Additional mandatory attendance and participation (some examples provided):

School-sponsored Events
 General PTF meetings and PTF-sponsored Activities
 Events or Performances that your students are expected to attend
 Christmas Service
 Fine Art/Science Fair
 Graduation & Awards Services
 Worship Services in which class is singing