

Elementary Teacher Job Description

New Life Christian School is looking for an elementary teacher for the 2024-2025 school year. The teacher will have experience and be skilled in teaching various subjects.

Spiritual Qualities

- Acknowledge Christ as Savior and seek to live life as His disciple
- Believe and actively support the school's statement of faith
- Be a Christian role model in attitude, speech, and actions towards others
- Actively participate in a local Bible-believing church
- Motivate students to accept God's gift of salvation, and be a Christian witness and role model to them to help them grow in their faith

Professional Qualities

- Hold a bachelor's degree in education or from an accredited post-secondary institution.
- Hold an ACSI certificate or be willing to participate in a program to complete the requirements for certification in a specified period.
- Demonstrate technology skills in Microsoft Office and Google Suite.

Educational Qualities

- Teach classes as assigned, following the prescribed scope and sequence as the administration schedules.
- Plan broadly through the use of semester and quarterly plans and objectives using the FACTS Student Information System.
- Regularly assess students' learning, and provide progress reports as required.
- Provide an effective classroom management system.
- Maintain regular and accurate records to meet the demands for a comprehensive knowledge of each student's progress
- Integrate biblical principles and the Christian worldview throughout the curriculum and activities.
- Respond promptly to parent complaints and parent requests for help with information.
- Participate in formal and informal parent-teacher conferences.
- Know the procedures for dealing with emergencies in the classroom and school.
- Participate in continuous professional development through professional reading, college coursework, in-services, workshops, and training
- Participate in beginning-of-year staff orientation, staff devotions, and parent/teacher fellowship meetings



Other Responsibilities

- Maintain a clean, attractive, and well-ordered classroom.
- Participate in the end-of-the-year school closing process, such as inventory of textbooks, furniture, and equipment.
- Perform other duties as assigned by the Administration.

Physical Demands

- The school is a multi-level facility, which requires the teacher to negotiate flights of stairs regularly and walk around the buildings and grounds for supervision.
- Must be able to sit or stand for extended periods, have the dexterity of hands and fingers to operate office equipment, and lift at least 25 pounds
- On occasion, the teacher must be able to work longer hours than a typical day for events such as back-school night, parent-teacher conferences, team meetings, open houses, graduation or other meetings/ functions in the evening.