

## Elementary Teacher Job Description

**New Life Christian School seeks an Elementary Teacher for the 2024-2025 school year. The Elementary 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 toward others.
- Actively participate in a local Bible-believing church.
- Motivate students to accept God's gift of salvation, be a Christian witness and role model to them, and help them grow in their faith.
- Follow Mathew 18 principles when dealing with conflict with students, parents, staff, and administration.

### **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.
- Candidates must be able to sit or stand for extended periods, operate office equipment with dexterity of hands and fingers, and lift at least 25 pounds.
- Occasionally, the teacher must be able to work longer hours than a typical day for events such as back-to-school night, parent-teacher conferences, team meetings, open houses, graduation, or other evening meetings/functions.