

## **Lafayette Lutheran School K-8 Teacher Job Description**

### Qualifications:

1. Holds a valid Louisiana teaching certificate with proper certification in assigned area.
2. Has a commitment to the mission and goals of Lafayette Lutheran School.

### Reports To:

- Principal/Headmaster

### Supervises:

- Students and other assigned personnel.

### Job Goal:

- To guide students through the learning process in order to contribute to their development as responsible, well educated Christian men and women.

## **PERFORMANCE RESPONSIBILITIES**

### General

1. Accepts willingly all reasonable duties assigned by appropriate authority;
2. Is prompt in meeting deadlines imposed by administration for submitting forms, reports, etc;
3. Arrives at school before the opening hours of the school day and remains long enough after the closing hour to give whatever supervision the principal/headmaster may deem necessary for the welfare of the students and the school;
4. Remains on the school premises for the entire school day and is absent for school business or personal emergencies only;
5. Notifies the principal at the earliest possible time of inability to be present at school, calls a substitute, and provides daily schedule with detailed lesson plans.

### Instructional

1. Adheres to state guidelines for curriculum requirements;
2. Plans lessons for students to learn in a sequential manner according to their developmental stages;
3. Sets clear objectives and includes activities that develop these objectives;
4. Maintains an environment conducive to learning;
5. Integrates technology into instruction;
6. Encourages student participation;
7. Monitors ongoing performance of students and assesses their progress;
8. Presents accurate and appropriate content information;
9. Keeps room attractive and appealing to students;
10. Regularly displays children's work;
11. Employs discovery-based and experiential teaching methodologies which encourage children to construct knowledge.

### Professional Qualities/Responsibilities

1. Contributes to a school atmosphere of respect and cordiality;
2. Establishes a good rapport with students;
3. Displays overall positive attitude;
4. Uses standard English in oral and written communications;
5. Collaborates with colleagues and is a team player.

### Community

1. Encourages parents/guardians to become active partners in their children's education and to become involved in the school and classroom;
2. Schedules parent/teacher conferences when necessary;
3. Provides clear and timely information to parents/guardians and colleagues regarding classroom expectations, student progress and ways they can assist learning;
4. Helps promote a positive image of the school in the local community;
5. Helps inform the public about events at the school;
6. Collaborates with the secular educational community.

Facility

1. Maintains classroom and all materials therein;
2. Complies with state health and safety regulations.

Spiritual Growth

1. Daily witnesses Christian values to students;
2. Puts Christian ideals into practice.

Terms of Employment

- Salary and work year will be according to the current school calendar

Reviewed and agreed by: \_\_\_\_\_

Date: \_\_\_\_\_