

Job Description: Teacher

GOAL- To Provide a Christian atmosphere in which each child is secure and loved in an environment that encourages each child's growth physically, academically, socially, and spiritually.

The responsibilities for the position of Teacher will include the following:

1. To always maintain a Christian atmosphere in the classroom.
2. To always maintain good classroom control.
3. To use appropriate positive discipline and be consistent with all students regarding rules and discipline.
4. To always maintain a professional attitude.
5. To be primarily responsible for each child's safety and security.
6. To provide instruction in both an individual and group basis.
7. To plan and institute the curriculum daily.
8. To implement a variety of learning activities that include academics, art, large and fine motor skills, and Bible instruction.
9. To be knowledgeable of licensing requirements that apply to the classroom and playground and all general licensing standards and be able to answer questions regarding standards by the licensing representative.
10. To turn in a monthly lesson plan to the director. (All lesson plans for the month should be submitted to the director in advance of the month they are planned for.)
11. To send a weekly newsletter home to parents informing them of activities, topics being taught, and information concerning your classroom.
12. To include director in all communication sent to parents.
13. To keep parents and director informed of any classroom problems or learning difficulties of individual students.
14. To provide the director with a copy of any and all written communication with parents concerning behavior or academic concerns.
15. To provide the assistant teacher with a schedule of duties and clearly communicate daily your needs for classroom assistance. Provide assistant teacher with a copy of your weekly lesson plans.
16. To keep supplies updated and replenished as needed. To maintain accurate records of attendance and student progress.
17. To establish and maintain interaction with parents through parent conferences, weekly communication, progress reports and on a daily informal basis.
18. To obtain at least 24 hours of training per year.
19. To be at school during school hours of operation. (8:15 am - 2:30 pm)
**All Staff are required to attend daily devotions at 8:45 am each morning in the foyer, except on mornings of Muffins with Mom and Donuts with Dad when we will meet at 8:00 am.*
20. Teach chapel lesson approximately 4-6 times per school year. Bible based 10-minute lesson for 2-6 yr. olds.
21. To notify the director, in advance, when possible, of all absences and arrange for a substitute from the approved substitute list.
22. To attend all staff meetings and school functions as scheduled.
23. To assist and support school fundraising efforts by making donations and serving at fundraising events. ***Plan for one each semester.*
24. To keep the classroom clean and inviting in appearance.
25. To teach sound Christian doctrine and values as professed by Grace Evangelical Free Church.
26. To be an active member in your church with a written or oral statement from your Pastor or other ministry director expressing your involvement.
27. ACSI requires 4 hours documented Bible study annually.