

Bethesda Lutheran School
School Board Policy Manual
JOB DESCRIPTION-TEACHER
Teacher Full-Time
BETHESDA LUTHERAN SCHOOL

A teacher at Bethesda Lutheran School prayerfully helps students gain the knowledge, skills, behaviors, and attitudes that will contribute to their development as mature, able, responsible, and literate Christian citizens. The teacher's chief activity is that of instructing the children in the areas as set forth in the school's curriculum and in accordance with the mission statement of the school and preschool

Professional Qualifications

1. Certified by the State of South Dakota or able to obtain certification in a time period specified by the State Department of Education and approved by the School Board.
2. Has the minimum of a Bachelor's Degree in Elementary Education
3. Demonstrates a willingness and commitment to grow both spiritually and professionally
4. Continues to advance professional skills through Bible study and other professional development activities.
5. Has a clear fingerprint and background check

Personal Qualifications

1. Demonstrates an active and alive personal relationship with our Lord Jesus Christ
2. Sets annual goals for self and can implement them effectively
3. Uses leadership abilities to make decisions and exercises good judgment
4. Has good communication skills in writing, speaking, and listening
5. Is sensitive to the needs and feelings of children, parents, staff, and congregational members
6. Is punctual and reliable

Classroom Responsibilities:

Responsibilities in the classroom include but are not limited to:

1. Relates all instruction to the mission of the school.
2. Plans and prepares daily and long-range lesson plans and learning experiences in accord with the school's adopted curriculum.
3. Communicates effectively with students, commending and reinforcing good conduct and achievement of students.
4. Considers goals, methods, and materials in instructional strategies and evaluates outcomes
5. Gathers and uses assessment data to improve instruction for all students.
6. Administers standardized testing program where appropriate, records and uses test results to adjust and improve instruction.
7. Provides for differentiated learners in the classroom.
8. Is alert to special needs that a child may have (e.g., visual, auditory, motor, perceptual) and requests a screening of the child through the principal and parents when appropriate.
9. Maintains adequate records of student attendance, achievement and activities.

10. Responsible for the ordered arrangement, appearance, decor and learning environment of the classroom.
11. Assists the principal in developing calendar, budget, curriculum review, policies, and school improvement strategies.
12. Provides suitable activities for student growth in the following areas:
 - a) Spiritual: To help the child respond in faith and love toward others and to gain a greater knowledge and understanding of God's Word.
 - b) Physical: To help the child grow in the physical development of large and fine motor and perceptual skills.
 - c) Social: To help the child understand his/her role in living joyfully with peers and adults.
 - d) Emotional: To help the child live confidently as a child of God, knowing that God loves because of who we are not what we do.
 - e) Cognitive: To help the child discover, communicate, be creative and broaden his/her general knowledge
13. Coordinates and gives direction to teacher's aides and volunteers.
14. Attends scheduled staff meetings.
15. Attends school-related functions where faculty presence is requested
16. Evaluates and updates curriculum on a regular basis.
17. Maintains appropriate communication with all parents.
18. Is aware of and functions within the discipline guidelines established by the Bethesda Lutheran School Board
19. Expresses and demonstrates a joy-filled lifestyle.
20. Is creative, expresses self and shares thoughts and ideas with the principal.
21. Handles the clerical work involved in managing a classroom
22. Is punctual for all scheduled duties.
23. Applies FERPA Laws to maintain student confidentiality.
24. Establishes and maintains positive, loving, respectful, mutual relationships with others, following the example of Jesus Christ.
25. Represents the school in a favorable, Christian and professional manner to the school constituency, congregation and community.

Accountability:

1. Directly accountable to the principal on a daily basis.
2. Accountable to the congregation through the principal and School Board.

Position Duration:

A teacher position is a full-time, ten-month call/contracted position, unless excepted by the School Board.

Remuneration:

Salary and benefits are determined by the salary schedule of the School Board.