

JOB DESCRIPTION
for
Pre-Kindergarten and Elementary Teachers

REPORTS TO: School Administrator

QUALIFICATIONS FOR PRE-KINDERGARTEN TEACHER: The directing teacher must meet the minimum requirements for the school by having completed a Florida Child Care Professional Credential (FCCPC), be approved through the current FDLE fingerprinting and background investigation procedures, and be of good moral character. The K4 teacher is required to maintain Children and Family Services and VPK approval.

QUALIFICATIONS FOR ELEMENTARY TEACHERS: Holds at least a bachelors degree, which is appropriate for the expectations of the position and be able to substantiate a personal relationship with Jesus Christ, which is reflected in daily lifestyle. This position must also meet the current FDLE fingerprinting and background investigation procedures.

PRIMARY RESPONSIBILITIES: Provide instructional, moral, ethical, and spiritual instruction for assigned students in accordance with the philosophy and objectives of the school and the adopted curricular programs.

SPECIFIC DUTIES: Provide leadership in the following areas:

1. Serve as a regular member of the instructional staff and complete those responsibilities normally expected of a classroom teacher.
2. Provide loving and firm direction for the children in the assigned class.
3. Develop and implement daily lesson plans for the use in the instructional program.
4. Provide for the safety and well being of the students by recognizing potential dangers and by giving very close personal supervision.
5. Guarantee the safety of students by never leaving the students unsupervised in the classroom or on the playground.
6. Attend planning meetings as required by the supervising administrator.
7. Attend regularly scheduled parent/teacher fellowship meetings, faculty meetings, and other meetings as assigned.
8. Communicate effectively and regularly with parents.
9. Conduct private conferences with parents concerning the progress and growth of their children.
10. Plan and implement a variety of opportunities for free play and self-expression, which are consistent with the philosophy of the school.
11. Cooperate with other teachers and school administration in order to assure a smooth running program.
12. Serve on appropriate faculty committees to review specific curriculum as deemed necessary.
13. Assist the administration in creating a meaningful annual budget by developing specific classroom goals and objectives, which require expenditure of funds to accomplish.
14. Assist the administration by consistently implementing school policies and procedures in the

classroom.

15. Assist the administration by maintaining a positive Christian environment throughout the school by maintaining a positive Christian attitude and by resolving personal conflicts in accordance with the guidelines of Matthew 18.
16. Plan and implement appropriate field trips in cooperation with the administration.
17. Assist the administration by giving careful attention to such obvious matters as the dress code for students and the dress code for teachers.
18. Assist with the spiritual development of students by being involved in the regular school chapel programs, by counseling students on matters of spiritual and personal concern.
19. Be diligent in submitting all required reports on time.
20. Cooperate with the administration by following school procedures and using adopted forms to carry out responsibilities, e.g., purchase order request forms, discipline referral forms, monies collected forms, etc.
21. Perform other duties consistent with the teaching profession as assigned.