



## POSITION DESCRIPTION – SCHOOL TEACHER

**HOURS:** Full Time, Exempt  
**SALARY:** Based on experience  
**REPORTS TO:** School Administrator

Timothy Lutheran School Ministries expects its teachers to give constant examples of Christian love and dedication. The teachers are to present themselves in good taste and without offense. Promptness and initiative are to be commended. Teachers sell Christian education by their example. The teacher is always in complete charge of the children while in the classroom and on school grounds. Love for children is a prime trait that each teacher should have. Teachers shall welcome the visits of the principal in their classrooms. As they utilize every opportunity for professional growth, teachers seek to prepare themselves better for their sacred calling.

### **Qualifications:**

#### ***Professional***

1. Must be a graduate of a college/university of the Lutheran Church-Missouri Synod, or willing to go through a program of colloquy,
2. Must be a certified to teach by the State of Missouri
3. Will uphold the Biblical truths and confessions as contained in the Book of Concord, and
4. Will continue to advance professionally through reading, conference attendance, and further study.

#### ***Personal***

1. Associates closely with God through prayer, Bible study, regular communion and church attendance and actively participates in their congregational activities,
2. Is able to clearly articulate the purpose of Timothy Lutheran School Ministries,
3. Sets annual goals for self, identifies priorities within these goals, and is able to implement them effectively, and understands and uses Christian leadership abilities.

#### ***Supervision of Children***

1. Is responsible for implementing all discipline policies of Timothy Lutheran School or refer the problem to the principal to implement the "Christian Discipline Policy",
2. Shares in duties of playground supervision,
3. Is expected to see that all students show respect for the school building and property, including making sure that students keep the classrooms neat and clean.
4. Shares in responsibilities of various school activities (choir, plays, mission projects, etc.)

#### ***Education of Children***

1. Understands and is able to communicate the subject matter,
2. Is able to give clear, concise instructions with thoughtful questions,
3. Maintains a good routine for teacher and students to follow,
4. Prepares weekly lesson plans,
5. And maintains a pleasant and enjoyable classroom spiritually, emotionally, and physically.

#### ***Staff Relationship***

1. Must use time efficiently, organize teaching assignments systematically and prepare weekly lesson plans which are available for the principal to review,
2. Will review classroom goals with the principal periodically, to ensure goals and objectives are in place,
3. Must assist the principal in any way that will help promote Christian education within Timothy Lutheran School.
4. Is to communicate to the principal any problem related to ones teaching or classroom management.