



## LEAD TEACHER JOB DESCRIPTION

### GENERAL

- View your work as a ministry: an act of love and service reflective of your faith.
- Be a Christian role model in attitude, speech and actions toward others.
- Daily commit to come into school with the desire to help children know and love God, think about and care for others, and grow academically.
- Ensure the safety and well-being of children at all times.
- Maintain a focused learning environment that is orderly and peaceful.

### ONGOING

- Organize learning materials and resources.
- Teach each subject as outlined in the curriculum.
- Keep classroom clean and organized.
- Teach and plan specials on days that volunteers are unavailable.
- Teach students how to interact with one another as brothers and sister in Christ.
- Teach students how to work independently and help one another.
- Teach students how to appropriately handle conflict and resolve problems Biblically.
- Discipline students effectively and appropriately
- Complete benchmark tests and/or collect data each quarter that will properly inform your instructional practices.
- Attend professional development sessions and special school events.
- Communicate with parents in a timely manner (reply to emails or phone calls within 24 hours), and with grace, diplomacy, and professionalism.
- Honestly communicate your concerns about a student to parents in a timely manner.
- Model and teach appropriate manners, behaviors, conflict-resolution, and problem-solving.
- Report building and playground maintenance and safety issues and all classroom needs to Principal.
- Attend all school staff meetings.
- Attend Parent Orientation meeting prior to first day of school.