

## Christian Teacher Ministry Description

The Christian Teacher is a professional educator for a class(es) in LCNS. The Teacher is the leader of the classroom teaching team and supports the children's growth and development spiritually, physically, socially and intellectually.

Specific duties will include responsibility for and oversight of all classroom related activities, including but not limited to the following:

1. **Instructional Planning** – The Christian Teacher's collaborative planning uses appropriate curricula, instructional strategies and resources to address the needs of all students and includes Biblical integration. The Christian teacher will:
  - a. Prepare a monthly overview consistent with LCNS's Curriculum Guide and gives a copy to the Director after the monthly team meeting
  - b. Prepare weekly detailed lesson plans consistent with the monthly overview and LCNS's Curriculum Guide at least one day prior to the lesson week
  - c. Share both the monthly overview and the weekly detailed lesson plans with Assistant Teacher prior to the beginning of the month/week
  - d. Decorate the room and hallway with appropriate monthly materials
  - e. Review the monthly supply list prepared by the Assistant Teacher from the monthly team meeting
  - f. Provide differentiated instruction to meet the needs of each student
2. **Instructional Day Activities** - The Christian Teacher demonstrates an understanding of the curriculum, subject content, and the individual learning differences and developmental needs of students by providing relevant learning experiences in a managed, safe, Christ-centered environment that is academically challenging. The Christian Teacher will:
  - a. Supervise children by sight and hearing during all daily activities
  - b. Plan and carry out activities during the school day for the following:
    - i. Indoor free play (learning centers)
    - ii. Outdoor play and/or large motor play inside
    - iii. Beginning and end of day routines
    - iv. Bible lessons
    - v. Circle time
    - vi. Instructional activities for seasonal times, cognitive and social skills
    - vii. Snack time routines
    - viii. Bathroom visits, diaper changing and hand washing
    - ix. Emergency drills
    - x. Special events and field trips
    - xi. Classroom oversight during student assessment

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- c. Prepare for special activities and programs, including but not limited to:
  - i. Grandparents' Day programs and rehearsals
  - ii. LCNS Live Nativity program
  - iii. Field Trips as a chaperone to assist in overseeing safety of children (ages 3, 4, 5)
  - iv. Spring programs and rehearsals
3. **Communications** – The Christian Teacher communicates effectively with students, families, other school personnel and the community. The Christian Teacher is specifically responsible for preparing and sharing the following communications:
  - a. Electronic/paper
    - i. Prepare and maintain a parent/caregiver email group for the class each school year
    - ii. Send a monthly email to the class parent/caregiver email group list recapping activities and giving a preview of the upcoming events
    - iii. Prepare additional communications as needed
  - b. Teacher/Parent
    - i. Oversee the preparation/posting of a daily white board with the day's activities/news for the families prior to dismissal. (can be designated to Assistant Teacher)
    - ii. Prepare and deliver notifications like accident reports, potty praises, requests for meetings with parents, etc.
    - iii. Prepare and share information on special events that require parent participation or purchasing items like party goodies at least 2 weeks in advance to allow parents sufficient time to purchase needed items
    - iv. Distribute monthly calendars, noting children's snack days; post a copy outside the classroom
  - c. Intra-staff
    - i. Share instructional planning with all members of the classroom teaching team and solicit input from other staff as appropriate
    - ii. Participate in one peer observation during the school year, complete the Observation report and give report to the Director.

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4. **Assessment** – The Christian Teacher systematically gathers, analyzes, and uses data to measure student progress, guide instruction and provide timely feedback to parents. The work of the Christian Teacher results in acceptable and measurable individual student progress based on established standards. Specifically, the Christian Teacher will:
  - i. Observe children to identify strengths and needs
  - ii. Participate in the development of an Educational Plan of Action to address the needs of a specific child
  - iii. Assess the progress of children for lesson planning, parental conferences and reports
5. **Professionalism** – The Christian Teacher maintains a professional demeanor, participates in professional growth opportunities, and contributes to the profession. Specifically, the Christian Teacher will:
  - a. Attend/participate in:
    - i. Monthly meetings
      1. Age level group meetings
      2. LCNS All-Staff meetings
      3. Teacher-Assistant Teacher meetings to discuss what will be covered during the month
    - ii. Specific Purpose meetings
      1. Parent-teacher conferences as requested by the parent or teacher during the course of the year to discuss concerns
      2. Family/Child Orientation/Drop In Open House
      3. Teacher-Assistant Teacher meetings to discuss information to be discussed at parent-teacher conferences.
      4. Parent-teacher “Getting to know you” fall conferences
      5. Parent-teacher spring conferences
      6. Spring one-on-one with Director
      7. Summer job offer meeting with Director
  - b. Attend/participate in 16 clock hours of professional development each school year
6. Maintain **classroom inventory and petty cash.**
7. Follow all **school policies and procedures.**
8. Assist other LCNS teaching staff and/or LCNS administrative staff as requested by the Director.