



Trinity Lutheran Church and School EMPLOYEE JOB DESCRIPTION

Commissioned Teacher

Reports To: Administrator

Fair Labor Standards Act Status: Exempt

SUMMARY: Trinity Lutheran School is a ministry for Jesus Christ conducted in His name. Therefore, each teacher will work with the administrator and the pastor(s) of the congregation in accordance with congregational policy in developing and implementing an effective total ministry. The teachers, under the guidance of the administrator, will provide a program of spiritual ministry for all students for the nurture and development of their faith under the guidance and blessing of the Holy Spirit working through the Word. An important role and function of the teachers is to provide spiritual leadership so that the school might achieve its purpose according to God's Word and Will and under His blessing. The teachers will, therefore, seek to live as a disciple of Jesus Christ, thus providing an example and encouragement to members of the congregation and community, students and their families, and other faculty and staff.

DUTIES AND RESPONSIBILITIES:

- Helps promote and develop self-esteem in each child and respects individual differences.
- Creates daily lesson plans based on the established curriculum objectives identifies alignment of lessons to curriculum guides, turns in lesson plans as directed by the administrator.
- Attends and participates in faculty devotions, staff meetings, teacher's conferences and other necessary meetings.
- Demonstrates fair discipline with students in accordance with school policies and procedures and in harmony with God's Word.
- Enforces school regulations consistently.
- Keeps complete and accurate records of student grades and progress.
- Participates in professional development opportunities and Individual Professional Development Plan.
- Follows state of Ohio regulations in the areas of safety, academics and health.
- Conducts parent-teacher conferences and other parent interactions in a professional and Christian manner.
- Maintains a tidy and neat, functional, clean classroom.
- Assists with special school programs, religious services, projects and extracurricular activities as assigned.
- Performs all other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience** – Bachelor’s degree in Education or related field, required. Maintain active Teacher’s license in the state of Ohio.
- **Language Skills** –Ability to respond to common inquiries or complaints from students, families, faculty and staff and members of the church community. Ability to effectively present information to faculty, community, and/or Board of Education. Ability to interact clearly and effectively, in both written and oral communication.
- **Mathematical Skills** –Ability to apply business concepts such as budgeting, balance sheets, profit and loss statements in practical situations.
- **Computer Skills** - Possesses proficiency in personal computer skills, including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc. This role requires an average knowledge of Microsoft Office.
- **Other Qualifications** - Desire to participate in ministry both within and outside Trinity congregation, be listed on the Roster of the Lutheran Church Missouri Synod, and be an active member of Trinity Lutheran Church.

COMPETENCIES:

- **Approachability**- Is easy to approach and talk to. Spends the extra effort to put others at ease. Can be warm, pleasant, and gracious. Is sensitive to and patient with the interpersonal anxieties of others Builds rapport well Is a good listener Is an early knower Getting informal and incomplete information in time to do something about it.
- **Communication**- Communication refers to the ability to inform orally and in writing, with clarity and good effect. It means to understand clearly and quickly when instructions or orders are received. It means judgment about what information is important for the functioning of the school and what is not, and what should be communicated, how, to whom and when.
- **Continuous Learning**- Refers to the ability to assess own strengths and weaknesses. Seeks feedback to improve performance. Pursues training and development opportunities. Strives to continuously build knowledge and skills. Shares expertise with others.
- **Planning**- Refers to the ability to accurately scopes out the length and difficulty of tasks and projects, set objectives and goals and break down work into the process steps necessary to get things done.
- **Work Quality**- Work quality refers to the effort that consistently achieves desired outcomes with a minimum of avoidable errors and problems.

PHYSICAL DEMANDS:

While performing the duties of this job, the individual must be able to remain in a stationary position for the majority of the time performing work. The individual needs to occasionally move about inside the church and school. They frequently operate a computer and other office productivity machinery, copy machine, fax machine, and computer printer. They must be able to exchange accurate information with teachers, students, parents and others while interacting. The individual must be capable of reviewing their work and the work of others for errors and make adjustments as necessary. The individual may

regularly lift and /or move up to 15 pounds and may need to occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

While performing the duties of this job, the individual frequently works in a controlled climate. The noise level in the work environment is usually moderate to low.

Employee Name: _____
(Printed)

Date: _____

Employee Signature: _____