

TEACHER – Pre-Kindergarten

JOB DESCRIPTION (revised 4/26/17)

REPORTS TO: P-5th Principal

DIRECTLY SUPERVISES: Student Teachers and Classroom Assistants (when available)

NARRATIVE DESCRIPTION: Provide developmentally appropriate instruction and assessment in all content areas; teach, model, and implement discipline, skills and instruction to support social/emotional/physical/academic growth; encourage spiritual growth through biblical application and integration; and, support the school's mission, vision, and philosophy.

SPECIFIC RESPONSIBILITIES:

- < Provide standards based instruction to meet social and emotional developmental needs, integrated with biblical principles, in the following areas: math, language, spelling, reading, phonics, science, social studies, special units, penmanship, health, Bible, small/large motor skills, field trips, school chapels, and assemblies.
- < Plan, evaluate instruction, and incorporate data from developmentally appropriate assessments to effectively communicate the material and meet the learning needs of all students.
- < Model, teach, and practice effective routines and skills for the development of student ownership of self-discipline, building stamina, and developing readiness skills.
- < Use data effectively to diagnose students' individual areas of need and provide additional instruction and practice in those areas.
- < Model spiritual discipline through prayer, Bible study, and Christ-like character and provide opportunity and accountability for students to develop spiritual growth.
- < Supervise students to provide an overall environment of safety within all areas of the school, including field trips and after school events.
- < Demonstrate professionalism and initiative in planning and delivering instruction, completing all duty assignments, meeting deadlines, and demonstrating accountability to grade level teaching team.
- < Record grades and provide feedback to parents in a timely manner to provide

ongoing communication to students and parents.

- < Create a classroom environment that is conducive to learning for all students. The daily schedule provides for stability, security, and flexibility to meet the group's needs, capitalizing on the children's interests and attention span.
- < Collaborate with parents, educational professionals from local school corporations, parent volunteers, and school-based education intervention teams to provide optimum learning resources for students.
- < Work effectively with grade level team members, with other grade level teams, and with the school faculty and staff to implement the mission of ECS.

Qualifications/Requirements:

- < Agree with ECS' Statement of Faith and abide by ECS' Standard of Conduct, and demonstrate support of ECS faculty/staff and policies.
- < Have a heart for children, Christian education, and the ministry of ECS.
- < Model a Godly, caring attitude and operate in accord with biblical values; including servant leadership, integrity, wisdom, teamwork, and open/honest communication in an atmosphere that nurtures continuous improvement.
- < Demonstrate ability to maintain effective relationships and to work with others including Board members, faculty/staff, parents, pastors, and others in the educational community.
- < Demonstrate leadership in curriculum development, instruction, and assessment and use data to drive instructional decisions.
- < Collaborate and contribute responsibly to teaching team, faculty/staff, and administration.
- < Maintain a valid state license (for Indiana) and maintain a valid ACSI license, completing all educational and biblical requirements to teach in assigned area.
- < Participate in professional development related to school goals, student learning, and personal professional growth.
- < Perform other school duties as requested by principal.