

## **Trinity Lutheran School Classroom Teacher**

**Position:** Pre-kindergarten Teacher

**Employment Status:** Full time

### **Job Summary:**

This position is at Trinity Lutheran School, Marysville, Ohio. The pre-kindergarten program may have four classes of 16 students each in a self-contained classroom. Each class will meet for no less than 64 sessions each 2 hours and 15 minutes in length. The teacher is accountable to the Principal and the Christian Day School Board. The teacher will work as a team member with all other personnel of the school and church. Relationships will be characterized by loyalty and cooperation in a common cause and ministry for Christ.

### **Qualifications:**

1. Has a minimum of a bachelor's degree and is licensed to teach in the State of Ohio or is eligible for an Ohio Department of Education non tax teaching license.
2. Alternative to the above qualifications as the Principal and/or Christian Day School Board may find appropriate.
3. Displays a lifestyle that reflects a dynamic relationship with Christ.
4. Is open minded, tolerant and happy in outlook on life.
5. Is sensitive to the needs of others, cares about the feelings of others, shows Christian concern for all, maintains confidence and is respectful of others.
6. Uses correct language, is tactful, courteous, an effective listener, and uses correct written forms of communication.
7. Is poised, punctual and enthusiastic.
8. Is able to clearly articulate the objectives of the school and is visible in church, school and community activities.
9. Displays a love for teaching children.
10. Shall complete in-service training as required.
11. Shall provide signed authorization for a BCI report, which upon receipt does not indicate a prohibited criminal conviction.
12. Shall complete in-service training as required to meet state mandates.

### **Administrative**

- Is responsible for implementing policies adopted by the congregation and the Christian Day School Board.
- Is responsible for assisting with special school programs, religious services, projects, and co-curricular activities, which are assigned as duties.
- Communicates effectively and regularly with parents of students regarding schedule and student progress.
- Will provide budgetary information to the Principal in preparation for implementation of the annual budget.
- Designs & implements curriculum in compliance with governmental and school policy guidelines.

- Maintains personal information of students as confidential.
- Will supervise and direct the pre-kindergarten aide and any volunteer in compliance with duties outlined in their respective job descriptions.
- Works with the Principal and secretary in registering and enrolling students.
- Informs the Principal of all correspondence and parent communication.

### **Teaching**

1. Plan, prepare and deliver instructional lessons and activities, through various curriculum resources, which are engaging, educational and exciting for the students.
2. Reach school and course-wide performance goals and prepare students for standardized tests.
3. Utilize effective diagnostic and remedial procedures to evaluate pupil achievement
4. Watch closely for students who are struggling with emotional problems, learning disabilities or situations at home, and help them find the resources they need.
5. Grade papers and homework regularly to keep students updated on how they are doing and to head any problems off before they become a habit.
6. Increase educational knowledge and stay up to date on new methods by joining professional organizations, attending continuing education courses and attending regular training sessions for teachers.
7. Weave goals, competencies and objectives into lesson plans in ways that directly apply to the student's life.
8. Offer praise and encouragement to students when they do well and when they are struggling, and teach them that they have the power to do well in school no matter what.
9. Keeps the classroom appearance interesting, stimulating, neat, clean and pleasant so that optimum instruction can take place.
10. Use Christian disciplinary methods, using Gospel and Law appropriately.
11. Relates instruction to the Christian objectives of the school.
12. Perform other administrative duties as assigned.

### **Miscellaneous:**

- Responsible for playground, hallways, lunchroom and other supervision as assigned.
- Arrives at school by 8:15 and leaves no earlier than 3:45, unless otherwise contracted.
- Attends faculty meetings.
- Attends teachers' conferences as requested.
- Attends parent-teacher conferences.
- In case of illness or an emergency absence, the teacher is to contact the Principal by 7:00 a.m. on the day of absence. All leave time is subject to approval under the adopted policy for Trinity Lutheran Church and School.
- One half hour each day will be allowed as time off for lunch.
- Perform other duties as assigned

Interested applicants should send a cover letter and resume to Amanda Williams, Principal [awilliams@trinitymarysville.org](mailto:awilliams@trinitymarysville.org) or via mail to:

Amanda Williams, Principal  
Trinity Lutheran School  
220 S. Walnut Street  
Marysville, Ohio 43040

