



Elementary Teacher Job Description

Reports to: Head and Assistant Administrator(s)

Position Description:

Elementary school teachers at Clinton Christian School instruct and supervise children in their assigned classroom and other assigned areas as needed. Elementary teachers are assigned to teach in grades K-6. They are responsible for developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, administrators, and professional staff. They must address a variety of classroom issues, and respond to a wide range of academic, emotional, spiritual, and behavioral needs.

Most elementary school teachers are in charge of a single classroom of students who are all in the same grade, however, enrollment determines the make-up of classroom and grade level. Elementary school teachers typically instruct students in a variety of subjects. While they deliver formal lessons, elementary school teachers are also expected to differentiate material in order to meet a wide variety of student learning.

Beliefs, Knowledge, and Skills Needed:

Elementary school teachers at Clinton Christian school must be born-again Christians. Each must agree to fully support, without reservation, the Clinton Christian School Statement of Faith and conduct themselves in accordance to the Personnel Handbook. All instruction at CCS takes place from a Christian worldview and an authentic relationship with Jesus must be evident.

Additionally, elementary teachers at CCS are often required to know how to encourage and communicate well with young children in order to help them develop in their earliest academic years. Since students learn intellectually, spiritually, emotionally and behaviorally at their own pace, a high level of patience and creativity is needed for the job. Teachers are required to communicate with parents on a regular basis. Communication of affirmations, as well as areas where coaching is needed, is expected. This may include phoning parents about specific issues or giving progress updates through FACTS.

Elementary teachers are required to be proficient in many areas. They must hold a bachelor's degree and/or a state teaching license or certification. If not licensed, teacher education programs, internships or training may be required. Elementary teachers must possess specific knowledge required to satisfactorily perform the functions of the job. This includes but is not limited to demonstrating proficiency in the subject areas they are assigned to teach. Each elementary teacher must understand the developmental stage of students they are supervising and be able to provide age-appropriate activities and lessons to meet the academic standards set forth by Clinton Christian School and the State of Indiana.

Elementary teachers must be well-versed in behavior management strategies and able to employ techniques to redirect and positively reinforce Christian principles.

Operating office, audio/visual and computer equipment is an essential skill for all CCS teachers and staff. Competency in Microsoft Office and Google Suite must be possessed or quickly gained. Technology must be incorporated into each teacher's teaching methods and lesson plans and instruction should provide students the consistent opportunity to have their learning environment enhanced through a variety of technology tools.

Work Day Times

- 7:40 am to 3:40 pm
- Twice a Month Elementary Professional Development Team Meeting
- Once a month All Staff Meeting

Specific responsibilities include, but are not limited to:

- Teach according to the *CCS Instructional Excellence Statement*
- Utilize an effective instruction/feedback loop that is necessary for quality instruction
- Submit lesson plans to the Administration (weekly). Each lesson must include the following elements:
 - *Stated Objective aligned to state standards*
 - *Planned Activities*
 - *Critical Thinking Exercise*
 - *Feedback Loop Activity*
- Create and send a class newsletter (weekly)
- Submit three (3) S.M.A.R.T. professional goals (annually)
- Create/Maintain a Curriculum Map (chart state standards, lessons and timelines)
- Perform Running Records
- Perform state assessments and standardized tests
- Evaluate the current research and curriculum in your area of expertise and make recommendations to the Administration as needed.

- Attend Elementary Team Staff Meetings (twice a month)
- Maintain appropriate student discipline in and out of the classroom, using the Roadmap to Responsibility techniques.
- Prepare for and execute fall Parent-teacher conferences

General responsibilities include, but are not limited to:

- Promote the image/operation of Clinton Christian School at all times
- Attend ALL-STAFF meetings when scheduled (approximately once a month)
- Be alert to any problems in the operation of the school and the maintenance of its standards and objectives.
- Plan for and execute morning devotions with students, AS NEEDED
- Participate in BACK TO SCHOOL NIGHT
- Participate in ALL-STAFF ORIENTATION
- Participate in SPRING FESTIVAL & AUCTION (serve and submit a class project)
- Perform extra-duty assignments as directed by the Administration. Including, but not limited to:
 - *Serving on a school committee*
 - *Supervising lunch, recess, and/or after school programs*
 - *Attending and actively participating in chapel*
 - *Attending school functions as required*

SUBJECT MATTER TO BE TAUGHT IN EVERY ELEMENTARY CLASSROOM

- Typing/Keyboarding (all year)
- Handwriting (Q1 each year)
- Computer (all year)
- Math
- Language Arts
 - Reading
 - English
 - Spelling
- Science (Integrated into reading/math)
- Social Studies (integrated into reading)
- Bible

ELEMENTARY SPECIALS (may vary each year)

- Spanish
- Library
- Music
- Art
- Science