



Lakewood Christian Schools
Position Focus: Elementary Classroom Teacher

A. Qualifications:

- a. The teachers at Lakewood Christian Schools shall have accepted Jesus Christ as Lord and Savior.
- b. He/she shall be active in a local church.
- c. He/she shall have a California State Teaching Credential, or have this qualification waived by the school board. Example (the teacher could be certified by another state or have an emergency credential in CA)
- d. He/she shall be CPR/AED Certified.
- e. He/she shall have ACSI Certification

B. Purpose and Scope: To provide the primary classroom instruction to students under the direction of the school administrator and school board.

C. Areas of Responsibility:

- a. The classroom teacher is in charge of the daily classroom and students assigned to the classroom. Specific responsibilities include but are not limited to:
 - i. Teach subjects and classes as assigned using curriculum, supplementary materials, field trips, special guests, etc., to enhance them.
- b. Attend and participate in the following:
 - i. Morning devotions
 - ii. Teachers meetings
 - iii. Evening programs if involving his/her students
 - iv. ACSI conventions
 - v. Other meetings as assigned
- c. Do supervisory duty before school as assigned, and after school every day.
- d. Hold help classes after school as needed.
- e. Complete paperwork including the following:
 - i. Report cards
 - ii. Records for permanent file
 - iii. Inventories of classroom equipment/supplies/books
 - iv. End of year debriefing evaluation form
 - v. Records of attendance
 - vi. Other paperwork as assigned or requested
- f. Building/classroom cleaning and repair:
 - i. Be responsible for daily and end-of-year general cleaning of classroom area.
 - ii. Assist in overall cleanliness of facilities
 - iii. Promptly report repair needs to the administration
- g. Maintain proper classroom discipline, taking care of minor problems personally and referring major problems to the principal.
- h. Be available to any parents or students who wish to have a conference after school.
 - i. Hold conferences with parents of each student.
- j. Supervise extracurricular activities, organizations, and outings as assigned.
- k. Maintain a close personal walk with the Lord evidenced by his/her example and spiritual leadership among peers and with students.
- l. Observes the Matthew 18 principle in conflict resolution. Avoids a negative, critical spirit. Takes problems to the school administrator as necessary.



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- D. Relationships:** The Classroom Teacher is responsible directly to the LCS School Principal and accountable to all LCS personnel policies and procedures set forth by the school board.
- E. Terms:** A Teaching position is a 1-year contracted, full- time position, which follows the academic calendar.