



## **JOB DESCRIPTION: Classroom Teacher**

### **A. Qualifications:**

- The teachers at Lakewood Christian Schools shall have accepted Jesus Christ as Lord and Savior.
- He/she shall be active in a local evangelical church.
- 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)
- He/she shall be CPR/AED Certified.

### **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:**

- The classroom teacher is in charge of the daily classroom and students assigned to the classroom. Specific responsibilities include but are not limited to:
  1. Teach subjects and classes as assigned using curriculum, supplementary materials, field trips, special guests, etc., to enhance them.
  2. Attend and participate in the following:
    - a. Morning devotions
    - b. Teachers' meetings
    - c. Evening programs if involving his or her students
    - d. ACSI Conventions
    - e. Other meetings as assigned
  3. Do supervisory duty before school as assigned, and after school every day.
  4. Hold help classes after school as needed.
  5. Complete paperwork including the following:
    - a. Report cards
    - b. Records for permanent file
    - c. Inventories of classroom equipment/supplies/books
    - d. End of year debriefing evaluation form
    - e. Records of attendance
    - f. Other paperwork as assigned or requested
  6. Building/classroom cleaning and repair:

- a. Be responsible for daily and end-of-year general cleaning of classroom area.
  - b. Assist in overall cleanliness of facilities
  - c. Promptly report repair needs to the administration
7. Maintain proper classroom discipline, taking care of minor problems personally and referring major problems to the principal.
  8. Be available to any parents or students who wish to have a conference after school.
  9. Hold conferences with parents of each student.
  10. Supervise extracurricular activities, organizations, and outings as assigned.
  11. Maintain a close personal walk with the Lord evidenced by his/her example and spiritual leadership among peers and with students.
  12. Observes the Matthew 18 principle in conflict resolution. Avoids a negative, critical spirit. Takes problems to the school administrator as necessary.

**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.