

## JOB DESCRIPTION

Position: Elementary Teacher

Supervisor: Principal

Summary: Elementary Teacher will be responsible for planning and implementing the educational program for their particular grade level which will be designed to enhance children's cognitive, emotional, physical, social and spiritual growth according to developmental readiness; communicating all pertinent information to parents in order to incorporate them as a significant contributor to their child's scholastic experience; and demonstrate Christian principles in accomplishing these tasks. (2 Timothy 2:1f; 3:15-17)

### I. Qualifications

- A. Teacher must have successfully fulfilled requirements for a Bachelors Degree in Elementary Education, or a related field with a minimum of 18 credits in the theory of elementary education; or two years of successful elementary school teaching experience and a Bachelors Degree in related field.
- B. Must be immunized and in good health.(Leviticus 13: 1-6)
- C. Teacher must be able to demonstrate the attributes required to be a positive Christian role model for children.(1 Timothy 4:12f; Joshua 24:15)
- D. Teacher must possess strong communication skills enabling him/her to work effectively with the Center Director, immediate supervisor, and ICVCFCC Board of Directors.
- E. Teacher should be able to demonstrate communication and organizational skills appropriate for coordinating parent involvement activities.

### II. Responsibilities

- A. Position requires 40 hours per week as scheduled by Supervisor.
- B. Teacher must plan and implement a daily educational program for up to 20 students.
- C. Teacher will evaluate and record each student's educational and developmental progress.
- D. Teacher will communicate to parents the developmental and educational progress of their child using regularly scheduled parent meetings.
- E. Teacher will coordinate parental involvement in the educational program as it is needed and appropriate, and in cooperation with the Principal, conduct regularly scheduled group parent meetings.
- F. Teacher will maintain accurate records (inventory) of materials and supplies used and will report to Principal for requisition of additional supplies and materials.
- G. Teacher will maintain clean and orderly classroom area. (1 Corinthians 14:40)
- H. Teacher will perform other tasks related to the effective operation of their particular grade level in the educational program at the ICVCFCC.

- I. Teacher will abide by the policies and procedures as defined by the ICVCFCC Board of Directors. (Joshua 1:7,8)
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- III. Evaluation
    - A. Teacher will participate in a minimum six-month probationary period during which time she/he will receive two supervisory evaluations. After the successful completion of two three-month evaluations, she/he will participate in a formal evaluation procedure every year.