

## Part –Time Teacher ( 20 hours)

Job Family:	School	FLSA: Exempt/Non-Exempt
Salary Grade:	Hourly/Salary	Type: 10 month
Reports to:	Principal	Status: Rostered/Non-Rostered

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Trinity Lutheran School exists as a ministry to the congregation and to the community. The purpose of Trinity Lutheran School is to strengthen children in their faith that they may grow in knowledge of our Savior, in love for Him, serving Him and:

1. to help children discover and develop their God-given talents and abilities, that they may use them to His glory and for the benefit of their fellow man.
2. to cooperate with and assist parents in leading their children into successful, useful, and purposeful living.
3. to maintain high standards of early childhood, elementary, and junior high school education integrated with and related to the teaching of God's Word for the development of the whole child.
4. to develop the kind of Christian character which would make the graduates of our school leaders in the church, in the community, and in the world of tomorrow.

Believing that as we come to know our Savior better, our love for Him and each other will increase, the Board for Christian Education endeavors to provide a wide variety of Christian education experiences for its students.

### Position Summary:

Teachers will prayerfully help students gain the knowledge, skills, values, and attitudes that will prepare them for life as a Christian in society today and with Christ eternally. They are expected to be spiritual, educational, and professional leaders of the school and church community. The individual teacher shall reflect and commit to the school's Mission and Philosophy, its Statement of Faith and the overall ministry and well being of Trinity Lutheran Church and School. The individual teacher shall be actively involved members in good standing at Trinity Lutheran Church, another Lutheran Church, or another Trinitarian Christ-centered (John 14:6) Christian church which teaches we have salvation by the grace of God alone (Eph 2:8-10). The teacher shall hold a bachelor's degree in education and shall accept the call of God to the teaching profession. Teachers will pursue a plan of professional development as approved by the administrator.

### Key Duties:

- The teacher is responsible for supervising students, student teachers, aides and volunteers under his or her care.

### **As a spiritual leader I will:**

- Continue to develop a personal relationship with Jesus Christ through prayer and regular enrichment in the Word of God.
- Exemplify the Christian faith and life, serving as a role model (1 Timothy 4:12) both in and out of school to pupils and as an example to parents, fellow faculty

- and staff members, members of the congregation and to the community-at-large in judgment, respect, and Christian living.
- Function in an atmosphere of love and order, characteristic of the Body of Christ at work, and lead others toward Christian maturity.
  - Give support with time, talent, and treasure to all ministries of the Church.
  - Exemplify Christian discipleship and witness and live in Christian unity with members of the congregation and school.
  - Associate closely with God through regular Communion and church attendance and actively participate in congregational activities.
  - Clearly articulate the purpose of Trinity Lutheran School.
  - Follow the spirit of Matthew 5 and 18 to resolve differences with parents, colleagues, and members of the congregation.
  - Show support for the role of parents as primarily responsible for their child's education (spiritual, social, emotional, physical, and academic) and assist them in that task.
  - Emphasize to students the reality of their self-worth in Christ, thinking positively about them and their capability.
  - Conduct daily opening and closing classroom devotions and practice appropriate corporate prayer with the students.

**As an educational leader I will:**

- Teach faithfully the Word of God as understood and taught by the LC-MS. Integrate Biblical principles throughout the curriculum.
- Accept, adhere to, and promote, without reservation, the Statement of Purpose and the Statement of Faith (see TLC Personnel Manual).
- Teach classes as assigned, following prescribed scope and sequence as scheduled by the principal.
- Adapt to the learning needs of students, using a variety of effective instructional aids, methods and materials, in order to allow students to master concepts, knowledge and skills as outlined in the school curriculum.
- Diagnose student difficulties and seek solutions, constantly searching for multiple options to activate student learning. Maintain contact with students' parents through frequent notes, telephone calls, e-mails, face-to-face meetings, and classroom newsletters.
- Plan broadly through the use of an annual plan and weekly lesson plans.
- Integrate technology into varied curricular areas; communicate regularly with technology teachers for the same purposes.
- Respect the intrinsic value of each child through attention to his/her spiritual, social, emotional, physical, and academic needs.
- Intentionally plan opportunities and activities that extend learning beyond the textbook (i.e., field trips, guest speakers, other media, etc...). Supervise extra-curricular activities, organizations, and outings as assigned.
- Maintain a comprehensive knowledge of each student's progress by assessing the learning of students on a regular basis, keeping regular and accurate attendance and grade reports, providing required progress reports, and informing students,

- parents and administration of serious deficiencies and failure with sufficient notice.
- Use homework effectively for drill, review, enrichment, or project work.
- Follow the school's discipline policies and procedures.
- Maintain an attractive and orderly classroom.
- Inform the principal if unable to fulfill any duty assigned.
- Prepare adequate information and materials for a substitute teacher.
- Be computer literate.

**As a professional leader I will:**

- Implement all policies governing the operation of the school.
- Commit myself to life-long learning and to changes in personal and professional behaviors that promote growth of self and others.
- Support the broader program of the congregation's ministry by regularly attending school and church-sponsored activities.
- If holding membership at Trinity Lutheran Church, attend all Voters' meetings as possible.
- Consistently seek performance feedback and willingly participate in performance appraisals.
- Willingly participate in school accreditation activities.
- Maintain a teachable attitude by seeking the counsel of the principal, pastor, colleagues and parents.
- Attend and participate in conferencing sessions with students and/or parents, staff devotions, in-services, conferences, retreats, faculty, and PTL activities.
- Continue to advance professionally through reading and further study.
- Refuse to use or circulate confidential information inappropriately.
- Demonstrate enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Meet everyday stress with emotional stability, objectivity, and optimism, looking for the good in all situations.
- Remain objective when solving problems, looking for multiple solutions, believing problems can be constructively managed and soliciting input from all affected when problem-solving.
- Effectively communicate thoughts and feelings while listening to others in an open manner.
- Establish and maintain positive, loving, respectful, mutual relationships with others, following the example of Jesus Christ.
- Be accessible and responsive to parents.
- Be accountable for personal evaluation, examination, and growth while being submissive to administrative supervision.
- Show respect and be loyal to all people of authority as defined in the Trinity Lutheran Church and School constitution.
- Maintain a personal appearance that is a role model of cleanliness, modesty, good taste, and in agreement with school policy.

- Communicate effectively orally and in written form using correct grammar, sentence structure, mechanics, and spelling.
- Place the teaching ministry ahead of outside or volunteer work.
- Intentionally promote the uniqueness of the school and church community wherever and whenever possible.
- Represent the school in a favorable, Christian and professional manner to the school constituency, congregation, and community.

Minimum Requirements:

- Bachelor's degree in education from an accredited college or university, with certification to teach in the state of Michigan or eligible for same.
- A person of spiritual maturity, deeply committed to Christ, committed to our Lutheran Church – Missouri Synod (LC-MS) school, and the cause of Christian education.
- Know, rehearse, and be able to execute basic first aid, CPR, and school emergency procedures.
- Pass a background check that includes being fingerprinted.

*Love the LORD and follow His plan for your lives.  
Cling to Him and serve Him enthusiastically.*

*Joshua 22:5*