

# Logos School Job Description – Grammar School Teacher



<b>Job Title</b>	Grammar School Teacher K-4
<b>Department</b>	Curriculum & Instruction
<b>Reporting to</b>	Head of School
<b>Supervisor to</b>	N/A

## **Purpose of the Role/Role Overview:**

Grammar school teachers instruct grammar school students unto wisdom and godliness.

## **General Duties/Key Responsibilities:**

### **Spiritual Leadership**

- Consistently exhibit love, joy, and spiritual maturity before students and coworkers.
- Demonstrate knowledge of the Bible as the basis for truth.
- Use the Bible and curriculum guide to construct integrated lessons.
- Cultivate Christian wisdom and values in the classroom.
- Create a classroom atmosphere which permeates Spirit-filled joy.
- Actively participate in any staff/classroom prayer, school assemblies, etc.

### **Professionalism**

- Model a Christian work ethic and a biblical Christian life.
- Follow the school code for punctuality, speech, attitude, dress, attention to duties, Christian character, etc.
- Maintain a professional, positive relationship with students, families, co-workers, church staff, and volunteers.

### **Classroom Management/Environment**

- Maintain a neat, organized, clean and stimulating classroom environment for students, respecting the hosting facility. This implies setting up procedures in which students will take an active part in cleaning and maintaining their room's appearance.
- Set up classroom routines to accomplish basic daily tasks, e.g. taking attendance, daily chores, lunch, recess, schedules, materials storage, arrival/dismissal, etc.
- Create a Christian culture and promote biblical character traits.
- Establish clear and consistent classroom rules that promote respect and self-discipline.
- Implement the school's positive behavior plan consistently.

# Logos School Job Description – Grammar School Teacher



## Lesson Preparation and Presentation

- Develop lesson plans with academically and biblically sound instruction.
- Map out lesson plans for the semester, month, week, etc.
- Promote academic excellence.
- Demonstrate a passion and thorough content knowledge for the subjects he/she teaches, e.g. Bible, reading, mathematics, science, grammar, composition, spelling, handwriting, history and/or geography, etc.
- Encourage students to see how all subjects are interrelated, cohering with reference to the cross.
- Integrate music, poetry, physical fitness, and art seamlessly and appropriately into the academic curriculum.
- Follow a curriculum guide and develop creative, inspiring, motivational, age-appropriate lessons.
- Plan a schedule which utilizes every minute of the day productively.

## Communication Skills

- Demonstrate a high level of written and oral communication skills.
- Turn in lesson plans weekly to the head of school.
- Communicate nightly with parents (as a group) via email and respond to parent email and communication promptly.
- Communicate student progress in person with parents a minimum of once per marking period during a personal conference.
- Communicate any student concerns regularly with the head of school and parents.
- Nurture a positive working relationship with parents, volunteers and co-workers.
- Encourage parents and others to volunteer in the classroom.
- Develop a positive relationship with families.
- Recognize and celebrate positive strides made with students.
- Promote a joyful atmosphere for learning.
- Provide detailed substitute teacher plans when absent.
- Maintain a positive rapport with the church staff and with the community.

# Logos School Job Description – Grammar School Teacher



PERSON SPECIFICATION	
<b>Job Title: Grammar School Teacher</b>	
CRITERIA	REQUIRED OR PREFERRED
<b>EXPERIENCE</b>  Bachelor's Degree in elementary education	<b>PREFERRED</b>
<b>KNOWLEDGE</b>  Knowledge of the classical Christian model or willingness to read required books prior to staff development days  Insight into contemporary culture and the challenges facing families, youth, and classical Christian education  Some musical or artistic ability	<b>REQUIRED</b>  <b>REQUIRED</b>  <b>PREFERRED</b>
<b>CLEARANCES</b>  Department of Human Services Child Abuse History Clearance  Pennsylvania State Police Request for Criminal Records Check  Federal Criminal History Record Information	<b>REQUIRED</b>  <b>REQUIRED</b>  <b>REQUIRED</b>
<b>SKILLS AND ABILITIES</b> <ul style="list-style-type: none"> <li>• Enthusiasm for, appreciation of, and commitment to the school's mission</li> <li>• Ability to create a classroom environment and to teach effectively in that environment</li> <li>• Ability to mentor other leaders, build teams, and create a supportive work environment</li> <li>• A professional demeanor with an ability to develop appropriate relationships with parents, coworkers, and community</li> </ul>	
<b>PERSONAL QUALIFICATIONS</b> <ul style="list-style-type: none"> <li>• Public profession of belief in Jesus Christ and a lifestyle that reflects spiritual maturity</li> <li>• An authentic and growing relationship with Jesus Christ as evidenced by a strong, clear personal testimony</li> <li>• A healthy level of self-confidence combined with biblical humility</li> <li>• Ability to be a servant-leader whose conduct exemplifies biblical principles</li> <li>• A genuine excitement and passion for Classical Christian Education</li> </ul>	