



Job Description for Part-time Elementary School Teacher

Essential Job Functions

- Serve as a part-time teacher at St. Peter's Evangelical Lutheran School in grade level or special area assigned by the principal and the School Board.

Technical Requirements

- Is certified by the State of Indiana or is able to meet the standards for such certification.
- Bachelor's degree or Master's degree.
- Clear record as determined by a police background check.

Spiritual Life

- Preferably a member in good standing of St. Peter's Evangelical Lutheran Church.
- Ideal candidate evidences a lifestyle that reflects a dynamic relationship with Christ.

General

- Will be available at school as needed; two weeks prior to the first day of school until one week following the last day of school. Teachers will have room prepared and closed in a timely manner. All required end of the year paper work will be completed within one week of the last day of school.
- Will instruct the children from a Christian perspective.
- Follows a daily schedule that meets the school's time allotments and coordinates with other classrooms.
- Keeps a lesson plan book to briefly describe and organize daily instruction placed in a location known by the principal.
- Reviews subject matter by quarters and year so that material in the school curriculum is covered.
- Manages the children and applies Christian discipline using a balance of Law and Gospel.
- Communicates clearly and effectively with the children in positive ways both verbally and non-verbally.
- Utilizes the various teaching procedures, technology, and motivational techniques that are current.
- Teaches the adopted curriculum.
- Monitors children's learning progress through effective evaluation and testing. Adjusts learning activities and assignments as much as possible to provide for individual differences. Regularly incorporates both enrichment and remedial activities into the teaching.
- Administers and uses the school's standardized tests.
- Keeps records of achievement for each student.
- Prepares quarterly report cards for parents and meets with parents on the two designated annual conference days.
- Articulates the objectives of St. Peter's Lutheran School.
- Attends faculty meetings, which includes pre-school workshops in August and post-school meetings in June.

- Reports regularly to the principal on specific areas of responsibility delegated to the teacher.
- Assists the principal with all special school programs, religious services, projects, and co-curricular activities even though some of these activities may be delegated to other staff members.
- Other duties assigned.
- Must have a heart focused on ministry, not just a job.
- Self-directed and a self-starter. Able to work independently with minimal supervision. Pro-active and dependable.
- Must be willing to perform other duties as required in a spirit of servitude.

Measured by

- 30-60-90 Review given by the Principal with input from appropriate staff.
- Annual Performance Reviews conducted by Principal.

Hours: PART TIME, HOURLY OR SALARY, EXEMPT OR NON-EXEMPT

Salary: Salary is commensurate with experience in accordance with the unified salary scale of St. Peter's Lutheran Church & School.

Eligible for sick leave, paid vacation, and paid personal days – YES OR NO