

CSLA Faculty member – Job Description

General Job Description:

Elementary teachers at C.S. Lewis Academy must be Christ-centered, biblically knowledgeable, and energetic educators who prepare students for entry into the next grade. The elementary teacher's responsibilities include designing and conducting lessons that advance student's social and spiritual growth and educational abilities. Most importantly, CSLA teachers demonstrate love for students and parents daily by establishing meaningful relationships with each student's family to better understand their needs.

Qualifications/Requirements

The classroom teacher at C.S. Lewis Academy shall follow a spiritual, personal, and professional lifestyle in keeping with our mission and characteristics as outlined in our job application.

- BA or BS, required, graduate degree preferred.
- Preferred if the applicant has or is in the process of obtaining an Oregon State Teacher license.
- Preferred if the applicant has previous teaching experience.
- Applicant must have excellent communication skills, a commitment to professional development, and be committed to contributing to the life and culture of the C.S. Lewis Academy.
- Applicant must be a team player among faculty and staff willing to be flexible and find compromise when needed.
- It is required that all faculty members integrate a Christ-centered biblical worldview into his/her teaching and live out those values in his/her daily life.
- Applicant must have a good work ethic and be able to demonstrate knowledge of teaching at level of assignment.

Specific Description of Duties of a Classroom Teacher

1. Teaches subjects and classes as assigned using curriculum, supplementary materials, field trips, special quests, etc. to enhance them.
2. Attends and participates in the following:
 - Teacher's meetings.
 - Occasional evening programs.
 - Other meetings as assigned.
3. Completes paperwork including the following:
 - Progress (grade) reports.
 - Grade records for permanent file.
 - Inventories of classroom equipment/supplies/books.
 - End-of-year debriefing and evaluation.
 - Records of attendance.

- Administration and scoring of achievement test.
 - Notification to parents of sub-standard behavioral or academic performance.
 - Other administrative work as assigned or requested.
4. Maintains classroom cleanliness and repair.
 - Is responsible for daily and end-of-the-year cleaning of classroom area.
 - Assists in overall cleanliness of facilities.
 - Promptly reports repair needs to the administration.
 5. Maintains proper classroom discipline, taking care of minor infractions personally and referring major infractions, or a student with a continual pattern of misbehavior, to the principal.
 6. Is available to any parents or students who wish to have a conference.
 7. Takes part in scheduled conferences with the parents of each student.
 8. Supervises extracurricular activities, organizations, and outings as assigned.
 9. Maintains a close personal walk with the Lord evidenced by example and spiritual leadership among peers and with students.
 10. Observes the Matthew 18 principle in conflict resolution. Avoids a negative, critical spirit and takes problems to the appropriate administrator as necessary.
 11. Carries out other specific duties as assigned by the principal or required by the Board.
 12. Prepare and present lessons that facilitate student's cognitive, social and emotional development.
 13. Create a learning environment that is safe and nurturing.
 14. Supervise children during lessons, mealtime, and on the playground. CSLA teachers must be sufficiently physically fit to perform these supervisory duties and intervene with students when the occasion requires.
 15. Assist students to resolve conflict with others.
 16. Help parents to understand the curriculum and find ways to involve parents in the daily program.
 17. Prepare students to pass state required exams.
 18. Notify the department head and caregivers of accidents or other noteworthy events that occur while students are under the teacher's supervision.
 19. Stay current in education theories recommended by the head of academy or head of department.
 20. Set up and maintain a well-organized, safe, clean and attractive classroom environment that is organized and free of clutter and conducive to the optimal growth and development of children. This includes all daily clean-up, wiping and/or sweeping that may need to be done.
 21. Have a minimum of 3 emergency lesson plans on file available at any time for a substitute.
 22. Provide day-to-day supervision and support to teacher assistants, teacher aides, substitutes and volunteers, which include sharing daily program plans and discussing goals for children.
 23. Support the Head of School in accreditation requirements as it relates to curriculum and instruction.
 24. Be able to lift 25-30 lbs. Be able to walk, squat/kneel, sit on the floor, see, hear, and speak with children to ensure children's health and safety.