



## Elementary Teacher Job Description

9.5 month position - Monday - Friday from 8 am-3:30 pm

Starting salary range: \$50,000-\$64,000\*

*\*dependent upon education and experience*

### Our School:

Bethany Christian School was established in 1974 and continues to be a direct ministry of Bethany Bible Church. We serve over 300 students in preschool through 8<sup>th</sup> grade. Bethany is organized as one class per grade under the leadership of a credentialed teacher.

### Spiritual Qualities:

- Seeks to role model in attitude, speech, and actions a consistent daily walk with Jesus Christ.
- Accepts the Bethany Christian School *Statement of Faith*.
- Faithful attendance in a local Bible-believing church.

### Qualifications:

- Bachelor's Degree from Accredited University
- Multiple Subject (Elementary) Teaching Credential

### Job Responsibilities:

- Plans, prepares, and delivers lesson plans and instructional materials that facilitate active learning and align with state standards while communicating clear objectives for all learning activities.
- Provides a variety of learning materials and resources for use in educational activities.
- Uses relevant technology to support and differentiate instruction.
- Establishes and sustains age-appropriate, effective classroom procedures to manage student behavior.
- Maintains order in accordance with the rules and disciplinary systems of the school.
- Provides formative and summative feedback on student work.
- Assigns and grades class work, homework, tests, and assignments.
- Encourages and monitors the progress of individual students and uses information to adjust teaching strategies.
- Maintains accurate and complete records of students' progress and development and prepares trimester reports both for parents and the students' cumulative files.
- Participates in department, school, and parent meetings.
- Communicates necessary information regularly to students, colleagues, and parents regarding student progress and student needs.

### Other functions of the job include, but are not limited to, the following:

- Engages with parents by sharing information when requested, promptly returns phone calls and emails.
- Attends school events such as Back to School Night, Musicals, Open House, In-Services, etc.
- Attends students' extracurricular activities such as performances, sporting activities, clubs, and student organizations as directed.
- Possesses effective computer proficiency and a willingness to learn more.
- Exercises confidentiality, good judgment, and discernment.
- Other duties as assigned.