



Focused on Excellence - Centered in Christ  
*Jesus Christ is the same yesterday and today and forever ~ Hebrews 13:8*

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## Elementary School Teacher (K - 8th) Job Description

**Preamble:** *It is understood that all who are employed at Trinity Lutheran Church and School agree to support and work towards the fulfillment of the congregation's mission and vision as set forth in the personnel policies.*

**Mission of School:** *To share the love of the Lord Jesus Christ as Savior, Friend, and Teacher through Worship, Service, and Educational Excellence.*

**Employment Status:** Exempt; Full-time or Part-time, 10-months

**Salary:** According to the Trinity Lutheran Faculty Salary Scale

**Reports to:** Principal

### **Purpose of Position:**

- To teach the Word of God and the required curriculum for the assigned grade
- To assist the Principal and Colleagues in establishing a Christian learning environment in the school
- To work with students and families to assist them in being responsible members of the Body of Christ

### **Academic / Professional Qualifications:**

- Bachelor's or Master's Degree in Early Childhood Edu, Elementary Edu, or Secondary Edu
- Hawaii or other state teaching or certification, or taking steps toward such licensure
- Member in good standing of an LCMS congregation preferred
- LCMS Rostered Worker (or Roster Eligible) preferred
- Positive Christian role model

### **Key Competencies & Skills:**

- Verbal and written communication skills
- Professional personal presentation
- Organizing and planning
- Attention to detail
- Initiative and Reliability
- Personal emotional management
- Ability to work as part of a team

### **Work Schedule:**

- On days school is in attendance, full-time teachers are to arrive no later than the contracted start time of 7:15 am; part-time teachers are to arrive according to the agreed upon schedule
- All teachers are expected to participate in devotions before school on Tuesdays and Thursdays
- On days school is in attendance, full-time teachers are to stay until at least 3:15 pm to close out the school day, assist with student pick-up, and to be available to students, parents, other teachers and the Principal; part-time teachers may leave according to the agreed upon schedule

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### **Trinity Lutheran Church & School**

1611 California Avenue, Wahiawa, HI 96786 Phone (808) 621-6033 Fax (808) 621-6029

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Pastor Stephen Becker, Principal Kyle Klemp

- Teachers are to attend all scheduled faculty meetings on Wednesday afternoons and any/all team meetings as otherwise scheduled by the Principal or team leads, teacher conferences, and any other meeting required for the proper functioning of the school
- Every Trinity Lutheran teacher will be assigned Extra Duties as part of their contract/Call such as planning committees, and will also be assigned to special duties on a rotating basis such as Lanai Duty and Chapel leadership

**Essential Duties & Responsibilities:**

- Relate instruction to the Christian objectives in the school
- Communicate effectively with students, commending and reinforcing good conduct and achievement
- Communicate effectively with parents, both in written form and in personal contact when necessary
- Use wholesome motivational techniques that help produce the desired learning environment
- Make effective long-range and short-term (daily lesson plans) planning for classroom instruction
- Maintain effective Christian discipline in the classroom
- Counsel with students individually when necessary
- Keep the classroom appearance interesting, stimulating, neat, organized, and pleasant
- Use appropriate procedures to evaluate student attendance and achievement
- Maintain adequate records of student attendance and achievement
- Execute the standardized testing program, record, study and utilize the results
- Train and supervise aides and volunteers when appropriate
- Assist with special school programs, religious services, projects and extracurricular activities as agreed on and according to one's contract or other written agreement
- Be responsible for playground, lunchroom, hallway and other supervision as assigned by the Principal
- As able, attend school programs and activities in which your students are participating
- Grow professionally through opportunities like educational readings, attendance at workshops, and participation in graduate courses
- Maintain a substitute teacher folder that contains the daily schedule, class list and materials used
- Be involved in the worship life of Trinity Lutheran Church and School if Called; if not Called, involved in the worship life of a local parish

**Working Conditions and Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

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