

JOB DESCRIPTION

AUGUST 2021

Job Title:	K-8 Teacher
Job Status:	Regular Full Time
Exempt Status:	Exempt
Department #	630/640
Reports To:	K-8 School
Position Supervised:	Teacher's Assistant
Delegated Authority:	N/A

JOB SUMMARY:

It is the primary responsibility of the K-8 Teacher to assist the students assigned to the class in their mental, emotional, spiritual, and physical development by means of instruction, counseling, discipline, and support.

ESSENTIAL FUNCTIONS OF THE JOB:

- Facilitate student learning.
- Monitor student behavior and discipline as necessary.
- Manage grading and gradebook.
- Plan, teach, and evaluate lessons and student activities.
- Evaluate and reflect on student progress.
- Conduct parent conference as required.
- Conduct report card evaluations.
- Attend staff meetings.
- Counsel students as required.
- Maintain clean, stocked, and organized classroom.
- Attend trainings and in-service days as required.
- Cover supervision duties as assigned.
- Fulfill other job-related tasks as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Education: A bachelor's degree.
- Credential: State teaching credential strongly recommended.
- Credential: ACSI teaching credential required if state credential is not valid.

PHYSICAL DEMANDS:

This position’s duties are normally performed in a typical work environment, based on the activity scheduled. Some physical effort required; however, the employee must occasionally lift and/or move up to 50 pounds. The employee may be required to walk and sit for extended periods and may be exposed to outside weather conditions; including but not limited to, heat, cold, humidity, rain, and direct sunlight. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, mouse, calculator, and similar machines.

WORKING CONDITIONS:

Working conditions are dynamic. Work requires the willingness to work a flexible schedule that may require occasional weekend and/or evening hours. Employee will be using his/her personal vehicle; therefore, employee must hold valid driver’s license in state where based and have appropriate auto insurance as required by law. Employee must be able to work in a fast-paced environment; must be able to prioritize and work well under pressure. Employee must demonstrate professionalism, integrity, initiative, and exercise confidentiality. Employee must understand and apply all company policies and procedures and have ability to follow instructions, be detailed oriented, and have good follow-through on all projects.

NOTE:

This job description has been reviewed to ensure that only essential functions and basic duties have been included. This job description in no way states or implies that the duties and responsibilities above are the only duties to be performed by the individual(s) with this job description. Requirements, skills, and abilities included have been determined to be minimal standards required to perform the position. The individual(s) may be called upon and required to follow other instructions or perform other duties required by his/her supervisor consistent with the purpose of the position, department, and/or company objectives. Capital Christian Center expressly reserves the right to change this job description and the duties assigned to the individual from time to time as deemed appropriate in Capital Christian Center’s sole discretion.

This job description is not intended as and does not create an employment contract or otherwise guarantee employment. Employment is at-will and can be terminated at any time with or without cause and with or without notice by either party.

I have read and understand the responsibilities of the position for which I am applying.

Signature:

Date:
