**JOB DESCRIPTION – TEACHER/ASSISTANT PRINCIPAL**

**QUALIFICATIONS:**

* Minimum B.S. in education
* Lutheran teacher diploma preferred
* Experience in early childhood and/or elementary education preferred
* Member of Holy Cross Lutheran Church congregation, preferred
* Is a practicing Christian who witnesses gospel values and supports the philosophy of Lutheran education
* Has a minimum of 3 years teaching experience or has administrative experience in a Lutheran or other Christian school
* Must complete CPR and First Aid & Universal Precautions training
* Pass Criminal History & Sexual Abuse Checks

**POSITION SUMMARY:**

The teacher will teach the Word of God and the required curriculum for the assigned grades. He or she will assist the principal in establishing a Christian environment in all school programs. As a missionary in the field, the teacher will work with students and their families to assist them in becoming responsible members of the Body of Christ.

**RESPONSIBILITIES:**

* Supervises staff assistants and teachers in the absence of the principal
* Relates instruction to the Christian objectives of the school.
* Communicate effectively with both parents and students.
* Carry out policy and procedures related to the education programs of Holy Cross Lutheran Church and School.
* Use wholesome motivational techniques that help produce the desired learning environment.
* Shows the ability to teach a multi-grade classroom
* Be an active member of Holy Cross Lutheran Church
* Has the ability to function as a substitute teacher for the school as a whole on occasion.
* Be visible in key Holy Cross Congregational activities as representative of the ministries of Holy Cross Lutheran School.
* Makes effective long-term and short-term lesson plans for the classroom.
* Shows enthusiasm for integrating hybrid homeschool learners into the regular classroom.
* Maintains effective Christian discipline in the classroom.
* Counsels with students individually when necessary.
* Keeps the classroom neat, clean, and interesting.
* Uses appropriate procedures to evaluate student attendance and achievement
* Maintains adequate records of student attendance and achievement
* Executes standardized testing
* Assist with special school programs, religious services, projects and extra activities as agreed upon and according to one’s contract or Call documents.
* Be responsible for playground, lunchroom, hallway and other supervision as assigned by the principal.
* Grow professionally through educational readings, attendance at workshops and conferences
* Be able to work throughout the day, teaching all subjects possibly without a planning period or break
* Communicates and confers with the principal on a regular basis

The preceding is to serve as a guideline, not a set of standards or all inclusive. The job description is flexible and will change according to the situation. A spirit of cooperative effort is more important than guidelines.

Apply at [principal@holycrosscary.org](mailto:principal@holycrosscary.org)

Pay range 50-54K, pension, 403(b), health insurance, disability, discounted tuition