



# KING'S WAY

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## Elementary Teacher

### Job Description

**Hours:** 40 Hours per week; salaried; 10-month contract

**Reports to:** Administration of King's Way

**Position Type:** Teaching Job

**Summary:** The applicant shall plan and direct students in Elementary grades. The Elementary grade Teacher shall reflect the purpose of the school to honor Christ at all times.

#### Required Professional Qualities:

- The candidate shall have the following:
  - Degree from an accredited postsecondary institution
  - Experience in teaching elementary-aged students
  - Experience utilizing Christian School curriculum
  - Demonstrate a reasonable level of computer literacy, having a basic proficiency in Google Suites, doing word processing, creating and using a spreadsheet, e-mailing, and accessing the Internet and websites.
- Knowledge of grading, lesson planning and attendance software preferred.*

#### Required Personal Qualities:

It is expected that this person will:

- Possess exceptional customer service and relational skills to interact positively with students, peers, and parents.
- Have knowledge of office procedures and methods, including those related to social communications skills, social media, and proper office etiquette.
- Meet everyday stress with emotional stability, objectivity, and optimism.

#### Essential Job Functions:

It is expected that the teacher will exhibit:

- Spiritual Leadership
- Maintain professional ethics as reflected in Scripture, integrating biblical principles and the biblical worldview throughout the workplace.
- Attend, and be involved in, a local church and/or fellowship.
- Model Christ-like behavior on and off the job; adheres to and expresses Christian walk/faith.
- Follow the Matthew 18 principle in dealing with and addressing conflict with students, parents, staff, and administration.



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- Set an example of spiritual and professional growth.

## Teaching Professionalism

- Accomplish the goals and objectives assigned.
- Adhere to state laws, rules and regulations, and uphold King's Way policies.
- Be on time to all assigned places of duty.

## Departmental Responsibilities:

It is expected that the teacher will:

- Integrate Biblical worldview and the Christian philosophy of education throughout the curriculum and activities.
- Be full time and present from 7:45am to 3:15pm each school day.
- Strive to have students meeting expected student outcomes before matriculation to subsequent grade.
- Be kind, loving, and nurturing while maintaining a respectful and disciplined classroom by establishing authority in the classroom and using appropriate transitions from subject to subject.
- Reflect the purpose of the school, which is to honor Christ in every activity, policy, and decision.
- Represent the school in a favorable and professional manner to the school's constituency and the general public.
- Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
- Attend and participate in scheduled staff prayer, parent teacher conferences, devotionals, in-services, faculty meetings, and professional development sessions.
- Know the procedures for dealing with emergency situations.
- Be willing to assist in school activities not directly related to your class.
- Clearly and kindly communicate classroom rules and consistently enforce them. Keep proper discipline in the classroom, on school premises, and at school-sanctioned field trips and events.
- Manage student discipline issues. Treat behavior problems individually as a biblical teaching opportunity; privately discuss them with students.
- Plan the instructional program – all subject areas; using approved curriculum and following approved scope and sequence.
- Prepare clear lesson plans and all materials for each week. Prepare adequate information and materials for a substitute teacher, as necessary.
- Utilize valid teaching techniques to achieve curriculum goals within the framework of the school philosophy.



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- Participate actively with children the majority of the day. Encourage and assist children who need special help. Listen to children attentively, engage in meaningful verbal interaction, and be alert to non-verbal cues.
- Foster group awareness in the classroom; cultivate a sense of belonging, as well as respect for other students and those in authority.
- Employ a variety of instructional aids, methods and materials that will support creative teaching of the whole child—physical, mental, emotional, social and spiritual.
- Plan, through approved channels, a balanced classroom by utilizing field trips, guest speakers, technology, and other media.
- Use homework effectively for drill, review, enrichment or project work; in alignment with King's Way's philosophy of homework.
- Assess the learning of students regularly and provide progress reports as required; schedule and participate in conferences with parents.
- Maintain regular and accurate attendance and grade records.
- Organize and set-up a classroom environment conducive to learning.
- Communicate regularly and effectively to parents and administration.
- Plan and work collaboratively with other staff members.
- Maintain a safe and orderly classroom system.
- Select ability and developmentally appropriate activities for ages and skill levels of students.
- Be self-motivated and able to work independently
- Be encouraging, kind, and respectful with students.

#### **Additional Duties or Responsibilities:**

It is expected that the teacher will:

- Represent the school in a positive light internally and externally when necessary and beneficial.
- Perform all miscellaneous duties, as assigned (i.e. events, chapel messages, clubs, committees, etc.)
- Maintain current First Aid, CPR, and AED certifications as required by King's Way.
- Participate in all training, and other events, as requested

Please submit all inquiries and resumes to [kwawarriors@gmail.com](mailto:kwawarriors@gmail.com).  
For more information, visit our website at [www.kwawarriors.org](http://www.kwawarriors.org)