



# Royal Redeemer

LUTHERAN CHURCH & SCHOOL

**position**      **Specials Teacher: Kindergarten through 8<sup>th</sup> grade**

**summary**      Responsible for providing instruction and supervision to students, while partnering with school and families to ensure student success, while fulfilling the mission of Royal Redeemer Lutheran School, a ministry of Royal Redeemer Lutheran Church.

## royal redeemer lutheran school is

- A school, church and staff committed to following and fulfilling our mission: Royal Redeemer Lutheran School exists to equip each student to achieve educational excellence, inspire a lifelong love of learning, and grow Christian Leaders.
- A school that is dedicated and committed to the ministry of teaching faithfully the Word of God, as understood and taught by the LCMS Faith.
- A school and church committed to team-ministry, desiring for the staff to be unified in God's vision and serving together in deep Christian love.
- A school of teachers and staff assigned as leaders in the Christian church, exemplifying the Christian life, while serving as a role model through a personal relationship with God, demonstrating God's love, and sharing the faith both in and outside of the school community.

## position requirements

**education:**      Bachelor's degree required with at least a 2.5 GPA

**experience:**      Zero years of teaching experience

**certification:**      Ohio Department of Education Educator's License, Cardiopulmonary Resuscitation (CPR) & First Aid, Child Abuse Prevention and Recognition, Communicable Disease Recognition

## key responsibilities

- Conducting all classes while maintaining proper supervision, monitoring the coming and going of students throughout the day/attendance, and preparing lesson plans that are responsive to student needs, learning standards, instructional goals, and curricular expectations.
- Teach faithfully the Word of God as understood and taught by the LCMS faith, with a dedication and commitment to the ministry.
- Support students and families in the development of their Christian leadership skills by encouraging their practices in, and/or modeling devotions, worship, service, and demonstrate Christ-like character.
- Represent church and school in a favorable, Christian, and professional manner to the school constituency, congregation, and community in both work and private life.
- Organize and maintain an efficient and effective classroom and maintain a safe learning space and environment by ensuring equipment and facilities are working adequately. Report any issues to school office.
- Inform the administrator of any problems with students or parents and inform the office and administrator of any major accidents or injuries. The teacher completes an incident report and supplies a copy to the parent and the school office.

11680 Royalton Road • North Royalton, OH 44133

Church Office: (440) 237-7958 | School Office: (440) 237-7988

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- Handle children in a kind and loving way. If a behavior needs to be changed, it will be done with a positive solution and discussion with the child and parents as to the goal and amount of time to attain the goal.
- Follow all time off policies and procedures and arrange for substitute; providing to substitute a detailed lesson plan, seating chart, description of duties and responsibilities and a class schedule.
- Complete a monthly newsletter (electronic) by the first day of the month.
- Complete/prepare electronically, print, and turn into designated folder, weekly lesson plans, by the first day of the week. These plans must be detailed with Subject, Type of Lesson, Objective, and Procedure. The objectives should be written in behavioral terms. The administrator will complete a formal review of lesson plans once a year.
- Regularly report student progress by collecting/posting student grades in every core content area within a timely manner (smaller daily assignments within a week). (Exception: Library)
- The teacher will lead the planning for Chapel services around the presenter of the message and liturgy (Music).
- The teacher will lead two programs, Christmas and Spring for the presentation of music skills learned and to provide a worship opportunity for our school community (Music), Field Day (PE), and Book Fairs twice per year (Library), and Art Show (Art)
- Design and adhere to a continuing educational development plan, with the local LPDC, and submit the proper paperwork yearly to maintain teaching credentials and professional growth.
- Host Meet the Teacher appointments before school begins, (attend Christmas or Spring Programs, Bookfairs, Field Day, and Art Show based on their leadership stated previously) the All School Open House, Lutheran School's Week program, weekend worship singing, and end of year Picnic.
- Attend faculty meetings held once or twice per month and scheduled training days.
- Read and review all communications from administration, church, and school as well as all handbooks, manuals, policies, missions/philosophies, and code of ethics, and know the specifics of what is required of her/him to perform her/his job. The teacher will read and understand criteria for NLSA and any other regulatory agencies, and review at least annually.
- Meet with the Administrator to host evaluation based on goals they set at the beginning of the year. Evaluation meetings shall occur at least once a year.
- Supply the Administrator with the following documents:
  - Resume
  - College Transcript
  - Current Teacher's License/Certification
  - 3 References
  - Medical form
  - BCI & FBI background checks
  - Employee Eligibility form
  - First Aid, CPR, Communicable Disease and Child Abuse Certification forms
  - Any other required HR documents
- Supports school admissions, application, and enrollment, with a focus on providing a quality experience for your students and families.



- Recruit and organize volunteers for classroom events and functions.
- Maintain confidentiality at all times, protecting student and families records and information.
- Other duties not listed here as assigned by direct supervisor.

**scope of position**

Classification: Teacher  
Status: Part-time, salary  
Supervisor: Principal  
Department: School  
Physical requirements: While performing the duties of this job, the employee is regularly required to sit, stand, walk, stoop, kneel or crouch. The employee must regularly lift up to 10 pounds, and occasionally lift or move up to 25 pounds.