

FOURTH GRADE CLASSROOM TEACHER **JOB DESCRIPTION**

- Teach 4TH Grade subjects as assigned using curriculum, supplementary materials, field trips, special guests, etc.
- Attend and participate in the following:
 - teacher's meetings
 - special school programs
 - occasional committee meetings
- Do supervisory duty before/after school as assigned.
- Complete paperwork including the following:
 - mid-term reports 4 times per year
 - report cards 4 times per year
 - grade records for permanent field
 - weekly eligibility reports for athletics (grades 4-12)
 - inventories of classroom equipment, supplies, books
 - end of year debriefing evaluation form
 - records of attendance
 - administration of achievement tests
 - other paper work as assigned or requested
- Building /classroom cleaning or repair
 - be responsible for daily and end-of-year cleaning of the classroom area
 - assist in overall cleanliness of facilities
 - promptly report repair needs to the administration
- Maintain proper classroom discipline, taking care of minor problems personally and referring major problems to the Principal.
- Be available to any parents or students who wish to have a conference before or after school.
- Hold twice-yearly conferences with parents of each student.
- Supervise extracurricular activities, organizations, and outings as assigned.
- Complete the Christian Philosophy of Education in-service program within the first year of teaching and apply for highest level of ACSI certification possible. Courses shall be taken to remove deficiencies within the time frame of the initial certification.

- Carry out any other specific duties as assigned.
- Maintain a personal walk with the Lord evidenced by his/her example and spiritual leadership among peers and with students.
- Follow all school policies.
- Observe the Matthew 18 principle in conflict resolution. Avoid a negative, critical spirit. Take problems to the appropriate administrator as necessary.