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2452 County Road 76 ♦Grand Rapids, MN ♦ 218.256.8796 ♦ [www.lighthousecamn.org](http://www.lighthousecamn.org)

**LIGHTHOUSE CHRISTIAN ACADEMY**

**Job Description**

May 2022 – June 2023

Job Title: Teacher

1. **POSITION SUMMARY**

Responsible for developing and implementing learning to promote Spiritual, social, emotional, cognitive, and physical development of each child enrolled in LCA. Teaching through a Biblical Worldview while using the school’s academic curriculum. Be willing to read and sign the Statement of Faith.

Annual salary $30,000 - $35,000 depending on education and years of work-related experience.

1. **RESPONSIBILITIES AND DUTIES**

* Report directly to the principal and meet with the other teachers to develop weekly lesson planning, school activities, and evaluate program effectiveness.
* Maintain a record on each child’s progress and development for the purpose of planning and compliance with curriculum objectives.
* Responsible for recording and record keeping of information required to document the growth and development of children.
* Observe each child daily to assess skills, interests and needs and use this information to facilitate learning and growth.
* Attend staff meetings and in-service provided at LCA.
* Work with other staff, volunteers, and parents in participating in school sponsored activities.
* Coordinate and work closely with parents including any staff/parent conferences.
* Establish positive relationship with each child’s family and use consistent communication about the child’s day at school.
* Prepare and have available 3 emergency lesson plans on file available at any time for a substitute.
* Create and maintain a well- organized, safe, clean and attractive classroom environment conducive to the growth and development of children. This includes clean-up such as but not limited to; wiping, sweeping/ vacuuming daily.
* Develop positive relationships with each child and promote the development of self -discipline, personal relationship with Christ, and relationships with peers.
* Assist families to understand the curriculum and encourage family involvement.
* Maintain, track and record student progress and distribute report cards.
* Conduct individual conferences at least twice a year to discuss each child’s growth and development with parent/guardian.
* Attend Open House, and parent teacher conference
* Attend a minimum of one fundraising event in the school year.
* Keep up-to-date on current knowledge in the field of education and attend professional development trainings when scheduled by the Board or Principal.

1. **QUALIFICATIONS**

* A teacher must be actively seeking and growing in their personal relationship with Christ.

*“Salt is good, but if it loses its saltiness, how can you make it salty again? Have salt in yourselves and be at peace with each other.” Mark 9: 49,50*

* Have a clear MDH Criminal background study.
* Effective and strong communication skills (oral and written).
* Strong working knowledge of state standards for education including monitoring and evaluation of student progress.

**Preferred Educational Experience**

* Graduate of an approved. 4 -year college or university with a certificate to teach Early Education B-3rd grade, Elementary Education K - 6th  grade, or Secondary Education 7 -12th, and licensed by the state of Minnesota.
* Graduate of an approved 4 -year college or university with a BA/BS Early PrK – 12th grade (non-licensed) including Early Education Birth – 3rd grade.

**Minimal Educational Experience**

* 18 semester hours of educational studies which may include elementary reading instruction, teaching methods, and curriculum/ content.
* At least one semester of supervised teaching or three years of experience including Homeschooling.
* Have an AA or higher in a professional career and a minimum of 3 years of experience.

**Educational Support staff**

**Certificates (music, art, physical education, biblical studies)**

* 18 semester hours in the teaching field.
* Have professional experience in a specific profession.
* At least six semester hours of educational studies including one elementary teaching methods course and one secondary teaching methods course.
* At least 3 years of Experience teaching children.

1. **PHYSICAL CAPABILITIES**

* Be able to lift up to 50 bs.
* Be able to walk, squat/kneel, sit on the floor, see, hear and speak with children to ensure children’s health and safety.