

## **Clearfield Alliance Christian School**

### **Teacher: Grades 1 & 2 Combined Classroom**

#### **Job Description:**

To plan, organize, and present instruction in a nurturing, active, and engaging environment that facilitates students attaining their full academic potential while gaining knowledge and understanding of the Sovereignty of God as Creator and King over all.

Essential Functions of the position include but are not limited to the following:

- Create a positive, structured and safe learning environment within the classroom.
- Establish and enforce classroom management procedures for maintaining order and discipline.
- Develop lesson plans and instructional activities according to school standards.
- Provide instruction in Bible, ELA to include Phonics, Reading, Grammar, Writing, Penmanship and Spelling, Math, Science, History, Health, Art, and PE.
- Monitor students during recess and lunch periods.
- Assign and grade class work, quizzes, tests, and homework; prepare quarter grades for report cards, complete daily attendance and lunch count, compile end of year averages for each subject area.
- Administer Stanford Achievement Tests once per year.
- Provide after school tutoring on Tuesdays.
- Maintain accurate records of behavior, grades, and communication with parents.
- Utilize a variety of research proven teaching strategies to promote optimal learning for all students
- When appropriate, plan opportunity for students to work collaboratively.
- Attend staff meetings, training sessions, and several school events/activities throughout the school year.

## **Education and Skills Required:**

**To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, skill, and/or ability required.**

- **B.A./B.S. or Graduate Level Degree from an accredited institution**
- **Instructional I or II Teaching Certification from the PA Dept. of Education**
- **Experience or evidence of ability to provide in-depth instruction in Phonics and essential beginning reading skills.**
- **Knowledge and skill in implementing technology.**
- **Ability to communicate effectively orally and in writing.**
- **Very adept in organizational skills and time management.**