

Ordo Amoris Classical Academy
Fairhope, Alabama
Main Office: 251-223-3447



Grammar (PreK-5) Teacher Job Description

Objective: This is not intended to be a complete delineation of all the possible responsibilities of an Ordo Amoris Classical Academy grammar teacher. Rather, it is a general description of the basic tasks a grammar teacher will be normally required to perform and be evaluated upon. In addition, it is expected that the teacher will comply with all applicable school policies and guidelines.

Scope: This job description is to be used in close conjunction with the Teacher Evaluation Form.

BASIC TASKS OF A GRAMMAR SCHOOL TEACHER AT ORDO AMORIS

- 1. *Spiritual Leadership-*** The teacher is expected to consistently exhibit love, joy, peace, and spiritual maturity before his students and the rest of the school. The teacher is expected to be a student and lover of the Bible, God's only written word. He is to use the school's curriculum guide and the Bible in constructing his daily Bible classes. Active, joyful participation in any staff prayer meetings and school assemblies is expected.
- 2. *Classroom Management/ Environment-*** The teacher is expected to maintain a neat, organized, clean, and stimulating classroom environment for his students. This implies that the students will take an active part in cleaning and maintaining their room's appearance. The teacher should set up simple, manageable class routines to accomplish basic tasks, e.g. taking attendance, homework collection, daily cleaning schedules, materials storage, and distribution, etc.
- 3. *Lesson Preparation and Presentation-*** The teacher should have a thorough knowledge of and interest in the subjects he is assigned to teach. These will normally include: Bible, reading, mathematics, science, grammar, composition, spelling, handwriting, history and/or geography. Also, in most grammar grades a working knowledge and interest in Latin, art, and music is necessary. All subjects should be taught utilizing objectives, material, priorities, and methods prescribed in the Ordo Amoris Grammar Curriculum Guide. The teacher is expected to encourage students to see how all subjects are interrelated, as parts of God's integrated universe. Clear language and appropriate vocabulary use also expected.

- 4. Classroom Decorum and Discipline-** The teacher should also be very familiar with and able to supply the spirit, as well as the letter, of the school rules. An orderly (not necessarily silent) working atmosphere is to be the norm. Students should be aware of the class and school rules and be encouraged to exercise self-discipline. The teacher is expected to diffuse and deal with the vast majority of corrective discipline situations within his classroom.
- 5. Student Learning-** The teacher should seek to stimulate and maintain the student's interest in the material. Recognition and reasonable compensation of individual needs is also necessary. A variety of techniques (in addition to testing) should be used to measure the student's progress. The curriculum guide is to be used as the basis for measuring the overall progress of the class and individual students. Comprehension may be assessed by:

 - a. Comprehension checks
 - b. Rephrasing of concepts by students
 - c. Inductive questioning (Questions designed to help the student move toward the correct conclusions)
 - d. Recitations, chants, songs, acronyms, summaries, and reviews
 - e. Illustrations, applications, demonstrations
- 6. Planning and Communications-** The teacher's weekly and quarterly plans should reflect creativity and a good use of class time. The Curriculum Guide should be used to establish weekly, quarterly, and semester plans. The teacher is to regularly (at least twice each month) communicate with the parents in his class. Emphasis should be placed on getting to know the families well, as well as letting them know what is happening in the class. The parents should feel welcome to visit and assist in the classroom.
- 7. Professionalism-** The teacher is to consistently and joyfully demonstrate pride in Ordo Amoris Classical Academy by his work, punctuality, speech, attitude, dress, and attention to duties.
- 8. The Seven Laws of Teaching,** as set forth in the work of John Milton Gregory by the same title, must be regularly and thoroughly implemented into lesson plans, and should be evident in the classroom.