

Part-Time ELA Teacher (Grades 1-4) – Contracted (Non-Called) Position

St. John Amelith Lutheran Church and School is a vibrant educational community and a member of the Lutheran Church Missouri Synod (LCMS). We believe in a dedicated partnership between home, church, and school to provide a foundation of excellence for our students. Our environment is one where faith and academic rigor meet, ensuring that every child is nurtured spiritually and intellectually in accordance with LCMS principles. All staff members are expected to uphold our core philosophy and live out our mission: "Helping Children Grow in Faith, Knowledge and Service"



The Part-Time English Language Arts (ELA) Teacher for Grades 1-4 is a specialized instructional role designed to foster foundational literacy and a love for language in our youngest learners. The primary objective is to deliver high-quality ELA instruction that is not only academically challenging but also deeply rooted in a Biblical worldview. The successful candidate will ensure that spiritual truth is seamlessly integrated into the mastery of reading, writing, and communication. The Teacher is directly responsible to the Principal/School Administrator and works in coordination with the Pastor and support staff.

Core Instructional Responsibilities

The Teacher shall carry out the following instructional duties:

- Curriculum Delivery: Provide specialized instruction in ELA, encompassing reading, phonics, English, spelling, literature, and writing.
- Doctrinal Integration: Select and interpret literature through the lens of LCMS doctrine, ensuring story themes and character morality are analyzed within a Biblical framework.
- Methodology: Utilize technological devices and innovative methodologies to enhance lesson presentations and student learning.
- Adaptability: Ensure instruction is suitable for whole-class settings, small-group interventions, and individualized student support.

Planning and Assessment Requirements

Educational preparation and evaluation must meet the following standards:

- Lesson Planning: Develop comprehensive weekly lesson plans and establish long-term educational goals. Instruction must be adaptable for whole-class settings, small-group interventions, and individualized support.
- Individual Growth Tracking: Systematically monitor progress using the NWEA Measures of Academic Progress. Data must be used for the spiritual and intellectual nurturing of every child, tracking individual growth over time.
- Administrative Records: Maintain accurate daily attendance and student records via the school chosen portal.

Classroom Management and Student Supervision

The Teacher is responsible for maintaining a safe, Christ-centered environment:

- **Supervision Standard:** Maintain primary responsibility for students "within sight and hearing" at all times. This includes shared duties for the playground, lunch, assemblies, and chapel.
- **Classroom Environment:** Maintain a neat, clean, and attractively arranged room that reflects a belief in Jesus Christ.
- **Discipline:** Implement prompt and effective discipline in a Christ-like manner. The teacher serves in a role of assisting parents; therefore, discipline management must involve active and professional communication with parents regarding student progress and concerns. All discipline will follow our Master Handbook Policy.

Professional Expectations and Schedule

- **Schedule:** 20 hours per week, as designated by the administrator.
- **Faculty Meetings:** Attendance at all scheduled faculty meetings is mandatory.
- **Professional Conduct:** Serve as a Christian role model. Cell phone use is strictly prohibited in the presence of students.
- **Correspondence:** All written communication to parents must exhibit professional standards in spelling, punctuation, and grammar.

Professional Qualifications and Faith Commitment

- **Faith Requirements:** Adherence to the religious principles and doctrine of the LCMS is a non-negotiable condition of employment. Candidates must demonstrate active participation in congregational life and a commitment to daily prayer and Bible study.
- **Certification:** Must possess and maintain a valid State of Michigan teacher certification, with a copy kept on file with the principal.
- **Professional Growth:** Engagement in lifelong learning is required through workshops, personal reading, and participation in Staff Professional Development is expected.

Compensation, Benefits, and Leave

- **Salary Structure:** The position is compensated via an annual salary, divided into equal installments. Payments are issued on the 15th and the last day of each month, with the first installment commencing on July 15.
- **Social Security (FICA):** For contracted (non-called) employees, the congregation contributes the employer's 7.65% FICA tax as required by the IRS.
- **Earned Sick Time:** Effective February 21, 2025, in compliance with regulatory standards, part-time employees accrue leave at a rate of 1 hour for every 30 hours worked, up to a maximum of 40 hours per benefit year.
- **Funeral Leave:**
- Three (3) days are granted for immediate family (spouse, children/stepchildren, parents, siblings, and parents-in-law).

- One (1) day is granted for extended family (grandchildren, siblings-in-law, children-in-law, and grandparents).
- Mileage Reimbursement: Documented travel for church and school-related activities is reimbursed at the current IRS mileage allowance, provided it is reported to the treasurer.

Eligibility Note

As this is a part-time position, the incumbent is not eligible for health insurance, retirement, or disability benefits. Additionally, please note that tuition discounts are reserved exclusively for full-time staff members and are not a benefit of this part-time role.

Employment Terms & Reporting

- Contract Term: The term of this agreement is for the fiscal year beginning July 1, 2026, and ending June 30, 2027.
- Reporting Line: The Teacher reports directly to the Principal/School Administrator.
- Contract Renewal: The school shall offer a new contract for the following year by April 1, unless a written notice of non-renewal is provided by March 15.
- Governing Law: This agreement and all terms of employment are governed by the laws of the State of Michigan.