

Trinitas Christian School

A Classical and Christ-Centered Education

Kindergarten Teacher Job Description

This is not intended to be a complete delineation of all the possible responsibilities of a Trinitas Kindergarten teacher. Rather, it is a general description of the basic tasks a kindergarten teacher will be normally required to perform. In addition, it is expected that the teacher will comply with all applicable school policies and guidelines as outlined in the Family and Faculty Handbooks. The Kindergarten Teacher's Job Description will be the basis for all performance evaluations.

1. Spiritual Leadership:

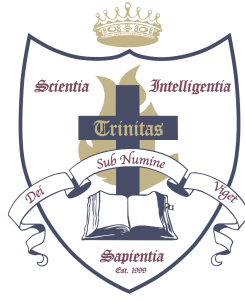
- Consistently exhibit love, joy, peace, and spiritual maturity before her students and the rest of the school.
- Demonstrates a love of the Bible and maintains a personal study of God's only written Word
- Reveals the truth found in Scriptures through the teaching of all subjects
- Actively and joyfully participates in staff devotional/prayer meetings and school assemblies
- Actively participates in a local church body of evangelical believers

2. Classroom Management/Environment:

- Maintains a neat, organized, clean, and stimulating classroom environment
- Involves and manages students in the cleaning and maintenance of the classroom
- Encourages the students' participation in all daily classroom tasks and/or functions (e.g. reporting attendance, homework collection, daily cleaning schedules, materials storage and distribution, etc.)

3. Classroom Decorum and Discipline:

- Maintains knowledge and understanding of all school policies, procedures and guidelines
- Consistently teach and apply the spirit, as well as the letter, of the school's policies and/or guidelines
- Maintains an orderly (not necessarily silent) working atmosphere as the classroom norm
- Regularly reviews and consistently enforces the contents of the Family Handbook
- Ensures that students are aware of the class and school rules and encourages each to exercise self-discipline
- Supports the administration in all discipline matters and when necessary provides an accurate account of the student's offense
- Manages the vast majority of corrective discipline situations within the classroom
- Maintains communication with parents in all matters of conduct and discipline to promote the parents' participation in the training of their child and to correctly obey the Scriptures
- Promotes respectful student interactions



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4. Lesson Preparation and Presentation:

- Demonstrates a thorough knowledge of and interest in the subjects assigned to teach. (e.g. Bible, reading, mathematics, spelling, handwriting, etc.)
- Teaches all subjects utilizing the objectives, materials, priorities and methods prescribed in the Trinitas Curriculum Guide
- Encourage all students to see all subjects are interrelated, as parts of God's integrated universe
- Uses clear/appropriate language and challenging vocabulary at all times
- Employs a variety of classical teaching methods, with special emphasis on the following:
 - Comprehension checks
 - Rephrasing of concepts by students
 - Inductive questioning
 - Frequent summaries and reviews
 - Illustrations, applications, demonstrations

5. Student Learning:

- Stimulates and maintains the students' interest in the lesson/material
- Recognizes and addresses needs of individuals of students in the classroom
- Uses a variety of techniques to measure the students' progress
- Uses the Trinitas Curriculum Guide to measure the overall progress of the class and individual students

6. Planning and Communications:

- Submits weekly lesson plans in a timely manner
- Demonstrates a good use of class time in weekly lesson plans
- Uses the Trinitas Curriculum Guide to establish weekly, quarterly, and semester plans. Effectively communicates with families by way of the *Nuntium*.
- Maintains ongoing communication (phone or visit) with the students' parents. Emphasis should be placed on getting to know the families well, as well as letting them know what is happening in the class
- Maintains an open door policy to parents who wish to visit and/or assist in the classroom

7. Professionalism:

- Consistently and joyfully demonstrates agreement with and support of the Trinitas mission and vision as evidenced by quality work, punctuality, proper speech, positive attitude, neat/clean dress, and attention to assigned duties