



Christ Lincoln is a family working together to grow the kingdom of God. Our mission is connecting people to Christ, together growing in His Word. Each day we strive to join Jesus on His mission so that all may know Jesus!

<b>Job Title</b>	Elementary Teacher
<b>Department</b>	Schools - Elementary
<b>Reports To</b>	Elementary Principal
<b>Position Level</b>	4
<b>Position Status</b>	Full Time - Exempt

### Job Purpose

The Elementary Teacher is responsible for providing top-quality care and education to the children enrolled at Christ Lincoln Schools. The Elementary Teacher will challenge and support children to reach their maximum potential to lead them to Love Jesus, Love Others, and Love Learning. Additionally, the Elementary Teacher will actively collaborate with families to nurture the spiritual, emotional, social, physical and intellectual growth of the child. Furthermore, the Elementary Teacher will contribute to maintaining the facility's cleanliness and aesthetics.

### Duties and Responsibilities

- I. Provide top-quality care and education to the children enrolled at Christ Lincoln Schools.
  - A. Knowledgeable of all school policies, emergency protocols and first aid procedures.
  - B. Give input and constructive recommendations that will benefit the program.
  - C. Report any suspected cases of abuse, neglect or developmental delay immediately as outlined in policy.
  - D. Comply with major accident and incident practices and documentation policies.
- II. Challenge and support children to teach their maximum potential to lead them to Love Jesus, Love Others, and Love Learning.
  - A. Plan and conduct daily experiences for the children based on educational goals and objectives.
  - B. Prepare daily and long range lesson plans enriching the curriculum with outside resource materials, guest speakers, field trips, etc. and using a variety of techniques.
  - C. Supervise children during indoor/outdoor play, structured activities and meals.
  - D. Maintain proper classroom discipline as outlined by policy.
- III. Actively collaborate with families to nurture the spiritual, emotional, social, physical and intellectual growth of the child
  - A. Promote, participate, and supervise in activities which enhance development in all areas.
  - B. Develop and maintain rapport with children and parents.
  - C. Maintain records of progress, attendance and grades to be reported quarterly.
  - D. Lead at least two scheduled conferences with families to discuss progress and talk through concerns.
  - E. Maintain strict confidentiality in matters pertaining to children and families.
- IV. Contribute to maintaining the facility's cleanliness and aesthetics.

- A. Provide a neat, organized and stimulating environment with visual displays and take responsibility for the upkeep of educational materials and equipment.
- B. Report repair needs timely.
- C. Sanitize tables, chairs and educational resources.

## Qualifications

- I. Knowledge
  - A. Microsoft Office programs and Google Suite
  - B. Child development, classroom management, assessment and teaching strategies
- II. Essential Traits
  - A. Strong desire to consistently speak well of one another, defend one another and explain things in the kindest way
  - B. Reliable, consistent and punctual attendance
  - C. Positive attitude
  - D. Action oriented
  - E. Initiative to build relationships and rapport with children, families and staff
  - F. Commitment to excellence and upholding ethical standards
  - G. Ability to work independently or as a team
  - H. Strong desire for ongoing learning and personal improvement
- III. Skills
  - A. Demonstrated ability to manage multiple tasks at once
  - B. Exceptional proficiency in adapting to changing situations
  - C. Objective compassion and empathy for the feelings, thoughts and experiences of children, parents and staff.
  - D. Quick decision making in emergency situations
  - E. Strong verbal and written communication skills
  - F. Proficient in creating age-appropriate learning activities and plans
  - G. Ability to establish and enforce rules and routines
  - H. Proven capability to take ownership and consistently follow through to successful completion.
- IV. Education
  - A. Bachelor's Degree in Elementary Education and synodically trained in the Lutheran Church-Missouri Synod or willing to take training in the LCMS colloquy program.
  - B. Valid Nebraska Teaching License is required and must be maintained during employment.
  - C. First Aid and CPR certification required.

## Physical Requirements

The mobility and stamina to move around and participate in energetic activities, as well as the ability to lift and carry materials and supplies weighing up to 40lbs. Flexible, with the capacity to bend, stoop, and kneel to interact with children at their level. Physical endurance is essential to withstand the demands of the job, which may involve prolonged periods of standing, walking and playing. Good vision and hearing are important for monitoring the safety of children and detecting signs of distress. Fine motor skills and manual dexterity for tasks like tying shoelaces and handling small objects. Clear verbal communication skills are important for interacting with coworkers, children and families. Comfortable working in hot, cold, or humid environments typically found indoors or outdoors.

## Direct Reports

This position is a mentor for the Paraeducator role, responsible for delegation of tasks and training on classroom specific tasks. They provide guidance, support, and direction to ensure a positive and organized learning environment.



## What We Believe

The ministry of Christ Lincoln is part of the greatest work we as followers of Jesus can do: Connecting People to Christ and Together Growing in His Word. In our efforts to bring others to find a relationship with Him, we understand we have a great responsibility to those God has entrusted to us. In that, we look to the example set by Christ Jesus himself and are called to live in the world but not of the world.

Christ Lincoln's Living A Godly Life Statement expresses how we believe we are to live based on foundational truths of Scripture. As employees of Christ Lincoln, we are leaders in our community and must align ourselves with these biblical truths. Our lives are a testament to the power of repentance and grace when we fall short and are brought back to our Savior's open arms.

In partnership together, staff must evaluate their personal beliefs against the statements as they are expectations for employees regardless of job title, responsibility level or church membership. We understand all need God's grace. We also believe that God calls our faith to walk in harmony with our actions.

## Equal Opportunity Commitment/Americans with Disabilities Act

Christ Lincoln is an equal employment opportunity employer. This policy of equal opportunity and anti-discrimination protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), disability, national origin, age, marital status, veteran status, or other non-merit factors will be prohibited.

Christ Lincoln will comply with the American with Disabilities Act. The Act protects qualified individuals from the discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

It is Christ Lincoln's policy not to discriminate against any qualified employee or application with regard to any terms and conditions of employment because of such an individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with Christ Lincoln's Non-Discrimination Policy, Christ Lincoln will consider reasonable accommodations to a qualified individual with a disability, as defined by ADA.

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Employee Name (Printed)

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Employee Signature

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Date

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Supervisor Signature

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Date