

**GRACE LUTHERAN SCHOOL, HUNTSVILLE, AL**  
**SPECIFIED JOB DESCRIPTION**



**POSITION:** Foreign Language Teacher, to specialize in Spanish

**ACCOUNTABLE TO:** Principal

**PURPOSE:** To use leadership, supervisory, and educational resources and gifts to engage and promote the educational development of each student in your care.

**PRIMARY DUTIES AND RESPONSIBILITIES**

**Classroom Responsibilities:**

1. Support the value, philosophy, and mission of Grace Lutheran School.
2. Perform these services according to the Word of God and the teachings of The Lutheran Church-Missouri Synod.
3. Establish a positive Christian learning environment and respond to the individual needs of students.
4. Facilitate the personal, social, intellectual, and faith-lives of students.
5. Ensure that all curriculum activities conform to state and school guidelines.
6. Communicate effectively with members of the school and church community.
7. Work effectively with parents, faculty, and church members.
8. React to change productively and handle other tasks as assigned.
9. Support the Lutheran School system.

**General Responsibilities to Students:**

10. Plan and implement effective lessons - using time, materials, and resources effectively.
11. Motivate students through effective communication and evaluative feedback.
12. Display a thorough knowledge of curriculum and subject matter.
13. Demonstrate awareness of the needs of students and provide for individual differences.
14. Set high expectations for student achievement and behavior.
15. Demonstrate effective interpersonal Christian relationships with others.
16. Establish and maintain a positive Christian climate for learning through appropriate classroom management.

**Related Assignments:**

17. In cooperation with all other teachers and accordance with the schedule, share duties for supervision in hallways, lunchroom, bathrooms, and anywhere in accordance to upholding a safe school environment.
18. Maintain weekly grades on RenWeb in accordance with Grace Lutheran School policy in regards to academic grading policies.
19. Provide weekly lesson plans according to curriculum standards to enhance the learning objectives of each student applicable to their grade level.
20. Be available at school during the assigned schedule unless prior alternative arrangements have been made with the principal.
21. Be available for Parent Teacher Conferences upon request.
22. Be responsible for making written and oral reports to parents, administration, and others.
23. Attend all faculty meetings as agreed upon with principal.
24. Share in the extra faculty duties and responsibilities.

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25. Support the extra-curricular programs.
26. Coordinate and supervise field trips were applicable.
27. Participate in staff development programs as agreed upon with the principal.
28. Support the policies and procedures established by the faculty and staff, the administration, the board of directors, and the congregation.
29. Attend and assist when necessary with school events such as musical programs, athletics, student recognition ceremonies, graduation, and open house.
30. See that Grace Lutheran School policies are observed during all activities.
31. Confer regularly with the principal, seeking advice, input and assistance as needed.
32. Other duties as assigned.

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