



# GRACE BRETHREN S C H O O L S

## JOB DESCRIPTION: K-1 TEACHER

### INFORMATION

<b>Job Title:</b>	<b>Teacher</b>	<b>Wkly. Hrs./Weeks:</b>	40
		<b>Pay Grade:</b>	
<b>Department:</b>	Elementary	<b>Classification</b>	
<b>Reports To:</b>	Principal	<b>Effective Date:</b>	8/5/2019

### SUMMARY

The K-1 teacher is responsible for teaching, leading and directing their K-1 classroom for the year. The teacher will implement the school curriculum in all areas teaching from a Biblical worldview so that the students develop a love for learning and Christ.

### ESSENTIAL FUNCTIONS

- Implement the curriculum in a comprehensive manner to educate the K-1 students in your classroom to their fullest potential.
- Develop long range, weekly and daily lesson plans for each subject area.
- Regularly assess your students through both formal and informal methods to ensure student learning and progress.
- Collaborate regularly with your team teacher.
- Be actively involved in the spiritual life of the school through participation in weekly chapels, prayer groups and weekly teacher devotions.
- Create regular communication with parents to inform them about events inside and outside of the classroom.
- Arrange and decorate the classroom to be a warm, welcoming environment where students can learn and explore.
- Utilize formal assessments, to assign grades to individual students that match their mastery of subject matter in the classroom.
- Organize educational field trips that align with classroom curriculum.
- Work with students in and out of the classroom throughout the school day to assist their spiritual and social development.
- Abide by all of general duties of a contract teacher

### COMPETENCIES

- Ability to work collaboratively with your team teacher as well as other staff in the school.
- The ability to lead and direct a part time aide that maximizes their abilities to assist learning in the classroom.
- Efficient written and verbal communication skills.
- Models and promotes a biblical view of vocation.
- Commitment to personal and professional growth development

### QUALIFICATIONS

- Recognizable personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of Grace Church of Simi Valley and Grace Brethren Schools with a continuous exhibition of desire to minister and serve others in varied capacities.
- Functioning member of a local church.
- Demonstrate expertise in academics
- Education: Bachelor's Degree
- Preferred 1-3 years of teaching experience and teaching credential

- Disposition that is professional and personable
- Basic mathematics and accounting knowledge is necessary
- Effective computer proficiency
- Excellent oral and written command of the English language
- Ability to compose, proofread and edit correspondence
- Possess excellent organizational skills
- Exercise confidentiality, good judgment and discernment
- Service oriented and able to interface with many people is mandatory
- Ability to multitask in an environment with many distractions is a must

### WORKING CONDITIONS

- Working Environment: Typical office environment, with responsibilities that require visiting other areas on campus
- Physical Demands: Must be able to lift, pull, push, grasp and bend while lifting up to 30lbs. Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required

### ADDITIONAL INFORMATION

Minimum Conditions for Beginning Employment:

Prior to beginning employment, in accordance with Grace Brethren Schools policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment
2. Present verification of their identity and authorization to work in the United States
3. Successfully pass a background investigation

If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.

Grace Brethren Schools does not discriminate on the basis of race, color, sex (including pregnancy), religion, national or ethnic origin, age, sexual orientation, gender identity or expression, honorably discharged veteran or military status, marital status, sensory, mental, or physical disability, or generic information, or any other status protected by local, state, or federal law in the administration of its educational policies, athletics, or other programs, or in the administration of its hiring and employment practices.

### APPLICATION PROCESS

Completed application form from Grace Brethren Schools. This can be obtained by contacting:

**Office of Administration, Human Resources**  
**2762 Avenida Simi • Simi Valley, California • 93065**  
[hr@gracebrethren.com](mailto:hr@gracebrethren.com) 805.522.4605

Selection Process: All applications will be reviewed by the Human Resources department. Selected candidates will be invited to participate in a personal interview process at Grace Brethren Schools. Any expense incurred in connection with these interviews will be the responsibility of the candidates.

Application Procedures: All documents included in your application remain the sole property of Grace Brethren Schools and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.