

**Position Description**

**Qualifications:**

- Born-again Christian
- In agreement with the DMCS Statement of Faith
- Active member/regular attendee of an evangelical church
- Applicable Iowa License
- ACSI Certification (willing to work towards)
- Minimum of a BS/BA

**Position:**

- Part-time/Full-time
- School Year: 190 contracted employment days (school days plus and professional development days).
- Salaried Employee

**Reports To:** Early Education Department Manager and Early Education Director

**Direct Report:** None

**Personal Profile for all DMCS Employees:**

- I. Committed to growth in the development of a Biblical Worldview
  - Displays a spiritually mature Christian role model in attitude, speech, and actions
  - Meets everyday stress with emotional stability and optimism
  - Displays a friendly, approachable, courteous, flexible, and self-controlled attitude
- II. Committed to Christ-centered education and the mission of DMCS
  - Understands the importance of this position in fulfilling the mission and vision of the school
  - Submits and is loyal to constituted authority with a teachable spirit
  - Refrains from gossip with or about other employees or constituents of the school
  - Represents the school in a favorable, professional manner to its constituency and the public
  - Loves children and serves with joy and energy
  - Committed to hard work and desires to meet or exceed expectations
  - Demonstrates the capacity to initiate and support change that improves the excellence of the organization

**Professional Profile:**

- Demonstrates ability to enhance academic performance and support for and implementation of DMCS student achievement goals
- Demonstrates competence in content knowledge appropriate to the teaching position
- Demonstrates competence in planning and preparing for instruction
- Uses strategies to deliver instruction that meets the multiple learning needs of students
- Uses a variety of methods to monitor student learning
- Demonstrates competence in classroom management
- Engages in professional growth
- Fulfills professional responsibility established by the school district
- Demonstrates consistent spiritual leadership in the classroom and school through biblically directed, Christ-centered education

**Responsibilities:**

- Sets and achieves annual performance goals with Early Education Director
- Prepares weekly lesson plans following the curriculum outline
- Assesses student's learning and provides documentation of progress using tools provided
- Creates an inviting classroom environment including maintaining engaging learning centers.
- Maintains a clean, orderly and safe classroom.
- Provides direction to the assistant teacher as needed in carrying out daily activities.
- Communicates with parents effectively verbally and in writing including conducting parent conferences at designated times during the year
- Sits at the table with children during snack time
- Attends staff meetings
- Uses e-mail and the Internet effectively
- Shows proficiency in Microsoft Office-Word, Excel, and PowerPoint
- Completes professional requirements effectively and on time
- Demonstrates ability to physically perform tasks involved with monitoring, supervising, and active instruction
- Communicates effectively with students, peers, and school community.
- Assists the janitorial staff by regularly picking up and cleaning the classroom
- Performs other tasks willingly, as assigned by managers

**Evaluation:** Annually by the Early Education Department Manager and Early Education Director

Date: \_\_\_\_\_

Signatures: \_\_\_\_\_  
Teacher Early Education Department Manager