

Library Position

The Librarian serves in a 50% part-time position, managing the library collection and leading a 30 minute library class once a week for students in PK3-6th grade. The librarian is also responsible for coordinating reading incentive programs throughout the school year, and will work with teachers and the reading specialist on our summer reading program. In addition, the librarian collaborates with classroom teachers to provide support for research projects on which the students are working. Based on the schedule, the librarian may also be asked to support students with a location for studying during the lunch break or after school.

General Teacher Job Description

Grace Lutheran School – River Forest, IL

Classroom Environment

A GLS teacher must establish a culture of cooperation and respect within the classroom. This includes but is not limited to...

- Creating a positive, supportive space where all students feel welcome and emotionally safe, including
 - o Interactions between teacher and students
 - o Interactions amongst students
- Being able to maintain order in a positive, constructive manner so that everyone may learn
- Establishing relationships with students that allow you to get to know them beyond their academic performance
- Organizing and managing classroom procedures effectively
- Arranging the physical environment to complement the learning atmosphere

Planning and Preparation

A GLS teacher must be well prepared for delivering the lessons of the day. This includes but is not limited to...

- Demonstrating command of the subject matter
- Selecting instructional goals and differentiating to meet the needs of diverse learners
- Developing a plan and method for evaluating student work in line with instructional goals
- Using student performance data in preparation for instruction

Instruction

Instruction at GLS should take on a variety of forms based on the lesson being taught. Each lesson should include...

- Communicating clearly the objective and purpose of the lesson
- Communicating clear directions and procedures within the lesson
- Keeping all students involved in the lesson
- Providing a summary of key points of the lesson

Over the course of various units, instruction should include but not be limited to ...

- Using materials outside the textbook to enhance learning
- Using technology to enhance learning
- Monitoring student progress and using formative assessment to adjust instruction
- Using a variety of forms for summative assessments.

Communication

A GLS teacher must display effective verbal and written communication skills. These include but are not necessarily limited to...

- Communication with students
- Communication with parents
- Communication with colleagues and administration

Types of expected communication include...

- Delivery of lessons that students understand
- Ability to communicate classroom expectations with students
- Weekly written communication with parents through the Tuesday Folder
- Phone calls or e-mails to parents when student work or conduct warrants it

Professional Responsibilities

A GLS teacher must take care of the following professional responsibilities...

- Maintain current and accurate student records
- Demonstrate willingness to keep curriculum and instructional practices current
- Collaborate and communicate professionally with parents
- Collaborate and communicate professionally with co-workers

As an educator in a Christian school, a GLS teacher is also expected to...

- Share personal faith with students and colleagues
- Have words and actions that exemplify Christian conduct
- Attend events in support of students as well as church & school