



VALEO ACADEMY

Elementary Teacher Job Description

Job Performance Requirements

- Create, submit, and execute yearly, quarterly, and weekly lesson plans in all the primary disciplines according to the curriculum and educational objectives of the school.
- Create engaging lesson plans that meet minimum state requirements and are based on the Principle Approach® philosophy and model of education.
- Write and submit weekly lesson plans and parent letters to assigned Team Leader for review.
- Willing to possibly introduce the Latin Roots curriculum to third-sixth grade students as an elective.
- Use interactive discussions, hands-on approaches, presentations, manipulatives, technology, and media to ensure that learning and critical/Biblical thinking are achieved.
- Evaluate student progress through the administration of various assignments, projects, and tests. Maintain communication with parents on the progress of students.
- Manage classroom, resolve student conflicts, and maintain classroom discipline.
- Plan, organize, and accompany students on field trips.
- Assist with the planning and execution of special events and/or after-school activities.
- Additional hours outside of teaching time for lesson planning, training, faculty meetings, and school events should also be expected.

Qualifications

- Must have at least a bachelor's degree in either Education or related field and an Illinois teaching license or be working toward an Illinois teaching license.
- Have strong interpersonal and communication skills, and be able to interact effectively with students, parents, peers, and administrative staff.
- Have a heart for children, a calling to teach, and ability to motivate and inspire students.
- Demonstrate love and warmth to all children.
- Have a heart and willingness to serve, and communicate the vision of the school.
- Have active church membership and regular attendance.
- Able to comprehend and apply the educational philosophy, curriculum, and method of instruction of the school
- Ability to multitask
- Have knowledge of Microsoft Office applications (Word and Excel)

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by those assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of the normal responsibilities from time to time, as needed.