Logos Teacher Job Description

Primary Responsibilities:

1. Spiritual Leadership
   - Proactively cultivate and protect a spiritually and emotionally nurturing environment for all students.
   - Exhibit the fruit of the spirit and spiritual maturity before the students, parents, and faculty/staff.
   - Participate in staff prayer and devotions.
   - Lead class/homeroom devotions on a daily basis for students.
   - Attend and participate in school chapel programs.

2. Curriculum and Instruction
   - Regularly review curriculum guides and plan lessons that lead to fulfillment of course priorities and goals.
   - Ensure that the ESLRs are implemented in the daily class lessons/activities.
   - Prepare lesson plans containing objectives, instructional plans and assessment.
   - Design and maintain a positive, pleasant, and nurturing classroom environment, including regular preparation of bulletin boards and classroom displays.
   - Implement an effective classroom management/discipline program which promotes effective student learning.
   - Review and incorporate instructional/information technology and audio-visual aids to support the fulfillment of lesson objectives.
   - Assign homework that supports the classroom program and the expectations and goals of the school.

3. Supervision
   - Effectively oversee the learning process in the classroom.
   - Apply the spirit as well as the letter of the school and classroom rules as appropriate.
   - Supervise students at lunch and/or during scheduled periods, according to the campus supervision plan.
   - Supervise students at school activities as required.
   - Facilitate the collection and reporting of funds for school-generated projects.

4. Organization
   - Organize class activities, dependent upon assigned responsibilities.
   - Arrange for field trips that extend or apply classroom learning.
   - Plan and present classroom assemblies/chapels at regular intervals as assigned.
   - Review/practice emergency procedures with students.

5. Communication
   - Meet with parents during Back to School Night early in the school year, presenting an overview of the classroom program.
   - Conference with parents, as scheduled, requested, and/or needed.
   - Provide written reports of student progress, as requested, scheduled, and/or needed.
   - Maintain an attitude of openness and a desire for communication.
   - Alert responsible personnel if a student expresses/exhibits a need for the intervention of special professional services.
   - Maintain weekly written communication (Homework Assignment Sheet or letter) with parents highlighting the class activities, homework, tests, etc. (for elementary).
6. Record Keeping / Assessment
   • Maintain an accurate record of each student’s work for use in determining grades.
   • Maintain a daily record of student attendance.
   • Keep a record of textbooks assigned to students
   • Oversee the responsible use of supplementary texts, materials, and supplies.
   • Complete end of year procedures, according to appropriate inventories and checklists.

7. Collaboration
   • Collaborate with other teachers in the on-going articulation and evaluation of curricular programs including: curriculum writing, determining scope and sequence priorities, effective teaching strategies, assessment practices, and related textbook adoptions.
   • Serve on committees and/or supervise or sponsor activities supporting the overall school program.
   • Seek opportunities for curricular integration.

8. Professional Development
   • Annually submit a written list of professional goals to the principal.
   • Participate in scheduled in-service, curriculum planning, and professional development activities.
   • Observe colleagues and be observed by colleagues.
   • Participate in the Logos Mentorship Program as a mentor/mentee.

Additional Requirements:
1. Attend annual orientation and in-service activities prior to the school year.
2. Teacher in-service days as specified on the school calendar.
3. Involvement in extra-curricular activities.
4. Other duties as assigned by the Principal.

Skills/Qualifications: Education Degree or Certification in the area that he/she will be teaching. Preference is given towards those with previous teaching experience and previous overseas experience.

Evaluation: Formal evaluation will be conducted once or twice per year by the direct supervisor.

To Apply:
Interested applicants, please email your cover letter and CV/resume to:
   ● Middle and High School Principal, Joy Young joy@asiánhope.org
   ● Elementary Principal, Mike Belloni, mbelloni@asianhope.org