

# 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 [jyoung@asianhope.org](mailto:jyoung@asianhope.org)
- Elementary Principal, Mike Belloni, [mbelloni@asianhope.org](mailto:mbelloni@asianhope.org)