

**Scope of Position:** The Academy K-5<sup>th</sup> Grade Teacher is responsible for supervising and facilitating learning for students in class.

**This ministry position helps break the cycle of poverty on the Near Eastside of Indianapolis** by engaging and empowering the community to cultivate healthy children, strong families, and vibrant neighborhoods through a Christ-centered approach that meets the spiritual, physical, emotional, and academic needs of our neighbors.

**Reports To:** Director of Education

**Position Hours:** (40 hrs/wk)

- Monday-Friday, 8:30 AM-5 PM       Variable       Some weekends  
 Monday-Friday, 7:45 AM-3:45 PM       Saturday AM       Some evenings

**Ministry Area:**

- 100 - Executive       600 - Engagement (Church, Volunteer)  
 200 - Development       700 - Operations  
 300 - Academy       800 - Fellowships/Internships  
 400 - Student Ministries       900 - Seasonal  
 500 - Family Ministries       1000 - Other:

**Employment Status:**  Regular  Temporary  Full-time  Part-time  Other

**FLSA Status:**  Exempt  Nonexempt

**Exemption Category:**  Executive  Administrative  Ministerial  Professional  Creative  NA

**Essential Duties and Responsibilities:**

*Educate Children*

- 🕒 Prepares lesson plans and other learning tools for curriculum for the entire year
- 🕒 Follows curriculum to prepare students with the best learning experience possible
- 🕒 Utilizes Indiana State standards to prepare the students for the following year
- 🕒 Facilitates learning through the use of age-appropriate curriculum, charts and games, hands on experiences, and social play and interaction.
- 🕒 Administers required testing.

*Utilize teacher Aides and Volunteers*

- 🕒 Delegates tasks to teacher aides and volunteers
- 🕒 Empowers teacher aides and volunteers

*Establishes Relationships with Parent, Staff*

- 🕒 Supports other staff through: working together to resolve issues (discipline, conflict, and communication), regular staff/teacher meetings.
- 🕒 Strives to include each parent in their child's learning experiences as well as developing relationships with each family through:
  - o Parent Teacher Fellowship (once a month group parent meetings)
  - o Field trip participation
- 🕒 Performs assigned daily duties
- 🕒 Attends meetings/trainings
- 🕒 Participates in all special Academy events and programs (ex. PTF, Street Fair, School programs, etc.)

**Other Skills, Abilities**

- 🕒 Patience working with children
- 🕒 Flexibility
- 🕒 Ability to build strong parent/teacher relationship
- 🕒 Strong, confident, respectful personality
- 🕒 Ability to set priorities, plan, organize, and coordinate multiple work activities
- 🕒 Ability to communicate fluently in English
- 🕒 Ability to communicate in Spanish is a plus but not required.

**Supervisory Responsibilities:**

Does this position have supervisory responsibility?  Yes  No

*If yes, list the number and position titles of the positions that directly or indirectly report to this position:*

- 🕒 Teacher Aides
- 🕒 Volunteers
- 🕒 Fellows

**Education and/or Experience**

- 🕒 Teaching License
- 🕒 Training: Ministry Safe, Civil Rights (providing on-site)
- 🕒 Certifications: First Aid, CPR (provided on-site)

**Additional Requirements**

- 🕒 National Background Check (conducted by Shepherd)
- 🕒 Drug test conducted either prior to or as part of employment
- 🕒 Personal commitment to Shepherd's Statement of Faith, mission and values.
- 🕒 Reflects Biblical principles in working relationships with other SCI staff, individual volunteers, churches and community.
- 🕒 Adherence to Shepherd Community Employee Handbook.

- ⌚ Engages, helps train and mentors volunteers in service to the ministry whenever possible.
- ⌚ Performs other duties and responsibilities as requested.

**Shepherd Community Inc. Employment**

Employment with Shepherd Community, Inc. ("SCI") is entered into voluntarily, and the employee is free to resign at will at any time. Similarly, SCI may terminate the employment relationship at will at any time, with or without cause, with or without notice. No exception to the employment at will relationship will be valid unless agreed to in writing and signed by the Executive Director.

**Equal Employment Opportunity**

SCI is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, sex, disability, veteran's status, age, or any other classification protected by law. To deny a qualified person the chance to contribute to the ministries of SCI because he or she is a member of a minority group is unfair to everyone and is inconsistent with Scriptural principles. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination and benefits.

I have received a copy of this job description and understand the requirements of the position and what is expected of me.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

c: Employee Personnel File