**Scope of Position:** The Fourth Grade Teacher is responsible for supervising and facilitating learning for elementary aged children in our Academy.

**This ministry position and its department, help 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.

**Position Details:**

* **Ministry Area:** *Academy*
* **Reports to:** *Directors of Academy*
* **Supervising:** *Volunteers, Interns, Fellows, Bridge Students*
* **FLSA Status:** *Full Time, Salary, Exempt*
* **Location:** *4107 E Washington St*
* **Remote Option?** No
* **Start date:** *7/23/2024*

**Position Schedule:** 40 hours/week

* Monday-Friday, 7:30 AM-3:30 PM
* School Year: August 2024– May 2025

**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.
* Help ensure a safe environment for students by providing supervision for all students in the Academy when needed.

Utilize teacher Aides and Volunteers

* Delegates tasks to teacher aides and volunteers
* Empowers teacher aides and volunteers

Establishes Relationships with Parents, Staff

* Supports other staff through working together to resolve issues (discipline, conflict, and communication), and regular staff/teacher meetings.
* Strives to include each parent in their child’s learning experiences as well as developing relationships with each family through:
  + Parent Teacher Fellowship (once a month group parent meetings)
    - Attend meetings as assigned
  + Field trip participation
  + Communicates with parents via student portal
* Performs assigned daily duties
* Attends meetings/trainings
* Participates in all special Academy events and programs

**Qualifications  
Required Qualifications**

* Strong leadership and strategic planning skills
* Sound judgment and decision-making skills
* Ability to set priorities, plan, organize, and coordinate multiple work activities
* Degree in Elementary Education, Childhood Development, or willing to work toward sub license and teaching license.

**Preferred Qualifications**

* Ability to communicate thoroughly in English and Spanish
* Experience working with children in a school setting
* Teaching License or working towards receiving one

**Additional Requirements for 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 the community.
* National Background Check (conducted by Shepherd)
* Provide verification for authorization to work in the U.S. (Form I-9)
* Adherence to Shepherd Community Employee Handbook.
* Engages, help 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.