

# PRINCE of PEACE

CHRISTIAN SCHOOL & EARLY LEARNING CENTER

## JOB DESCRIPTION

Version Date: 03/14/2025

<b>Job Title</b>	Middle School Science Teacher	<b>Location</b>	On Site / In-Office		
<b>Department</b>	Middle School	<b>FLSA Status</b>	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		
<b>Reports To</b>	Middle & Upper School Principal	<b>Classification</b>	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temp	<input type="checkbox"/> Seasonal <input type="checkbox"/> Variable

### Job Summary:

The Teacher is responsible for planning and implementing the program activities according to the Board approved curriculum guides, as to fulfill the Mission Statement of Prince of Peace Christian School, "Providing a Christ-Centered Exemplary Education for Each Child", this Job Description, and any other duties as assigned by the Administration.

**Supervisory Responsibilities:** Teacher Aides or helpers if assigned

### Responsibilities/Duties:

- Teach Science classes to Middle School students.
- Optional full-time with additional responsibilities; possibly Upper School Science classes
- Duties as a Teacher will commence according to the dates on the employment agreement, with attendance being in conformance with the official school calendar and those other days designated by the administration as Staff In-Service/Workdays
- Provide planned appropriate learning experiences for the religious, social, emotional, physical, and intellectual growth of each child, using the approved curriculum materials approved by the POPCS School Board
- Seek to instill in each child a healthy attitude of self-worth and accept each as a unique child of God
- Show competency, good judgment, and self-control when working with children
- Relate with courtesy, respect, acceptance, and patience to children, staff, and parents
- Maintain a positive working relationship with colleagues on the Prince of Peace Christian School staff and Prince of Peace Lutheran Church staff
- Attend all scheduled staff meetings, teacher in-service, conventions, first aid and CPR training as required; workshops and/or classes up to 24 hours per year
- Read and follow all policies and procedures in the faculty Procedure Manual and Prince of Peace Christian School Personnel Policies and Procedures manual
- Represent the school at the evening Discover POP Tour as requested, for prospective students and parents. Attend the Opening House at the beginning of the school year and any other special events as required by the administration
- Communicate effectively with parents, both in written form and in personal contact when necessary
- Make effective long range and short range (daily lesson plans) planning plans for classroom instruction
- Maintain effective Christian discipline in the classroom and teach Lutheran doctrine in all subject areas

- Maintain adequate student records, uses age-appropriate procedures to evaluate students, and executes the standardized testing program
- Train, supervise and evaluate aides and volunteers when appropriate
- Create a pleasant, inviting classroom atmosphere in which students feel comfortable, secure, and ready to learn
- Ensure that all equipment, materials, and supplies are appropriately cared for, cleaned, and stored each day prior to the first day of school
- Be familiar with or ready to learn more about phonics instruction
- Hold Parent-Teacher Conferences with all parents on the designated days
- Be willing to grow professionally through educational reading, attendance at workshops, and participation in graduate level courses
- Be willing to grow spiritually and be involved in the worship life at your church
- Be in the school 30 minutes before school starts and in the classroom 5 minutes before students enter the classroom. Be in the school 30 minutes after the official dismissal time

#### **Preferred Qualifications, Education, and Experience:**

- Active member of a Christian church, preferably a member of a LCMS church
- A bachelor's degree in education for the specific teaching area
- Certified by the State of Texas or certification to be completed within 2 years
- Previous work experience to show dependability, responsibility, and maturity

#### **Key Characteristics / Attributes:**

- Person of prayer, strong and growing prayer and faith walk, daily Christian servant
- Optimistic, positive, joy-filled, model of professional excellence
- Professional in appearance, dress, confident
- Academically focused and proactive in preparations
- Nurture the heart and mind
- Love children, approachable, understanding of child development stages, engaging, visible, relational, respected
- Able to have difficult, yet tactful, conversations with parents (parent coach), faculty, other school leaders
- Communicate with others
- Have integrity and be willing to do what it takes to get the job done right the first time

#### **Physical Requirements:**

- While performing the duties of this job, the employee is regularly required to stand and sit; use hands to handle or feel, to talk, and to hear. The employee is frequently required to reach with hands and arms and is required to stand and walk.
- The employee must occasionally lift and/or move up to 40 pounds.

#### **Schedule:**

- Necessary scheduled onsite operational hours to meet the needs of Prince of Peace Christian School, including additional hours as required/needed to complete tasks and/or projects that are assigned or arise

Disclaimer: This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the sole discretion of Prince of Peace Christian School. The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations

will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

Prince of Peace Christian School is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, veteran status, or any other status protected under federal, state, or local law.

I have reviewed and understand the Middle School Teacher preceding job functions required of me should I be offered and be willing to accept an offer of employment with Prince of Peace Christian School. I am prepared to meet the requirements of the position:

☐ without additional accommodation

☐ with reasonable accommodation (describe)

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☐ I am not prepared to meet the responsibilities of this position.

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Signature

\_\_\_\_\_  
Date

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