

3.055-11 Classroom Teacher

- Teach subjects and classes as assigned using curriculum, supplementary materials, field trips, special guests, etc., to enhance them.
- Attend and participate in the following:
 - Morning devotions
 - Teachers' meetings
 - Evening programs if involving his or her students
 - ACSI Convention
 - Other meetings as assigned
- Do supervisory duty in gymnasium before school as assigned, and after school every day.
- Hold helps classes after school as needed (elementary) or as requested by students or parents (secondary).
- Complete paperwork including the following:
 - Interim grade reports four times a year for marginal students (below a 75%)
 - Report cards four times a year
 - Grade records for permanent file
 - Weekly eligibility reports for athletes (grades 5-12)
 - Inventories of classroom equipment/supplies/books
 - End of year debriefing evaluation form
 - Records of attendance
 - Administration and scoring of achievement tests
 - Other paperwork as assigned or requested
- Building/classroom organization, cleaning and repair
- Be responsible for daily and end-of-year cleaning of classroom area.
- Assist in overall cleanliness of facilities
- Promptly report repair needs for the administration

- Plan parties at designated holidays (elementary)
- Maintain proper classroom discipline, taking care of minor problems personally and referring major problems to the principal.
- Be available to any parents or students who wish to have a conference before or after school.
- Hold twice-yearly conferences with parents of each student.
- Supervise extracurricular activities, organizations, outings as assigned.
- Sponsorship of a homeroom (grades 8-12).
- Apply for highest level of VA, ACTS or ACSI certification possible.
 - Courses shall be taken to remove deficiencies within the time frame of the initial certification.
- Carry out any other specific duties as assigned.