



Hope Lutheran School  
Seattle, Washington  
K-5 Teacher Job Description

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**Job Summary:**

The full-time K-5 teacher will teach a class of up to 24 students all homeroom subjects including language arts, math, science, social studies, and faith. Teacher will serve in a vibrant faith-filled environment with a strong commitment to excellent academics and working together as a team with students, families, and staff.

**Qualifications:**

- 1) Holds Bachelor or Master's Degree in Teaching, certified by the State of Washington
- 2) Experience in teaching; be able to relate well to young children and adults
- 3) Christian by faith and example; demonstrates a lifestyle that reflects a living, growing relationship with Christ
- 4) Flexible and willing to work cooperatively with other teachers
- 5) Professional in appearance and dress
- 6) Strong communicator both verbal and written

**Job Responsibilities:**

- 1) Develops and teaches relevant education curriculum and other subjects as applicable to K-5 students
- 2) Responsible for keeping accurate grading records for each student and reporting these grades at appropriate times
- 4) Is effective and fair in classroom management
- 5) Attends all faculty meetings, teachers conferences, and other meetings as requested
- 6) Volunteers to serve in extra-curricular activities or leadership of committees in areas of interest

**Communication:**

- 1) Communicate clearly and often with parents about activities and events of the day
- 2) Assist in public relations events and special school events such as open houses as needed

**Health and Safety:**

- 1) Conduct disaster and fire drills with the school
- 2) Be responsible for the order and cleanliness of the classroom/school; follow health protocols if applicable

**Personnel:**

- 1) Be aware of and comply with all personnel policies
- 2) Treat each person with dignity and respect