

**Middle School/High School Teacher  
Position Description  
Oak Grove Lutheran School  
Spring 2024**

JOB TITLE: Middle School/High School Teacher  
REPORTS TO: High School Principal & Middle School Principal  
REVIEWED: March 2024

**PREAMBLE**

All employees at Oak Grove Lutheran School impact the lives of the young people. Therefore, all employees are expected to embrace the mission of Oak Grove Lutheran School, to serve as role models for Christian faith development from a Lutheran perspective, to interact with each other in a respectful manner, and to conduct themselves with integrity.

**SUMMARY:**

Oak Grove Lutheran School invites applications to serve as Middle School/High School Teacher, effective with the 2024-2025 academic year. The school opened in 1906 as the Oak Grove Lutheran Ladies Seminary, a high school for girls. Boys joined the student body in 1926. Today, Oak Grove serves approximately 720 students from preschool through grade 12 and their families on two campuses in Fargo. The historic North Campus welcomes students in grades 6 through 12. The South Campus starts the educational experience for many children, opening doors for students from preschool through grade 5.

Oak Grove has been accredited continuously since 1926 by Cognia and its predecessor agencies. The school is approved by the North Dakota Department of Public Instruction.

The governing body is the Oak Grove Lutheran School Board of Regents. The board, in turn, assigns day-to-day operational responsibility to the President. Oak Grove operates in harmony with the faith and confessions of the Evangelical Lutheran Church in America, the nation's largest Lutheran denomination.

**APPOINTMENT**

**ESSENTIAL DUTIES**

The essential duties and responsibilities are reflected in the following actions:

- Communicates, collaborates, and cooperates with colleagues, supervisors, and students.
- Teaches approved curriculum.
- Meets and instructs assigned classes in the locations and at the designated times.
- Plans a program of study that meets the individual needs, interests, and abilities of the students.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students.
- Encourages students to set and maintain standards of classroom behavior.

- Guides the learning process toward the achievement of curriculum goals and --in harmony with the goals--establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Fulfills the contract day and is reasonably available for student or parent consultation via email outside the school day.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Maintains accurate, complete, and correct records as required by Oak Grove policies.

### **QUALIFICATIONS and REQUIREMENTS**

An individual must be able to perform each essential duty satisfactorily. Requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

#### **Required attributes:**

Bachelor of Arts degree with appropriate credits in the academic field of teaching, valid ND Teaching Certificate

#### **Preferred attributes:**

### **SUPERVISORY RESPONSIBILITIES**

Supervises classroom and students

### **OTHER SKILLS and ABILITIES**

Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being or work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud.

### **EVALUATION**

Job performance is evaluated in accordance with Oak Grove policies and established best practices.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals holding this position and may be assigned.

### **COMPENSATION and BENEFITS**

Salary offer will reflect the market, experience, and Oak Grove practices. Benefits include health insurance, a 7.5% retirement plan match, optional coverages, life insurance, accidental death and dismemberment insurance, a tuition discount for dependents, lunch on campus, and free admission to most athletic events and student activities. Additionally, Oak Grove faculty, staff, and dependents receive tuition discounts at Concordia College in Moorhead.

### **APPLICATION PROCESS**

Candidates should provide a letter of application, a current resume or curriculum vitae, a copy of licensure for the position, and names and contact information for five professional references to:

Nicky Bogenreif  
Human Resources and Payroll Manager  
Oak Grove Lutheran School  
124 North Terrace  
Fargo, ND 58102  
[nicky.bogenreif@oakgrovelutheran.com](mailto:nicky.bogenreif@oakgrovelutheran.com)

**Screening Date: Now until filled**

Application material may be submitted by e-mail or through U.S. mail.

Additionally, any candidate invited to a campus interview must provide college or university transcripts prior to the interview. Transcripts may be submitted with the application material.

**PREFERENCE**

Preference will be extended to candidates who have relationships with Oak Grove Lutheran School.