



<b>Position Title:</b>	<b>Middle School Teacher</b>
<b>Date Modified:</b>	February 2021
<b>FLSA Classification:</b>	Exempt
<b>Reports to:</b>	Head of Middle School
<b>Position Purpose:</b>	Responsible for student instruction in grades 5-8. Creates unit plans and instructs students in content areas such as English, science, Spanish, music, art, engineering, technology, and mathematics. As a teacher, they create a vibrant, comprehensive instructional program that utilizes sound instructional practices. As an advisor, they create a welcoming environment for all advisees.
<b>Work Hours:</b>	7:15 a.m. – 4:15 p.m.
<b>Work Calendar:</b>	School Year
<b>PTO Designation:</b>	Educator (Blackout Dates May Apply)

### **Description**

The Middle School teacher will facilitate a vibrant, relevant, and challenging program for all learners. The Middle School teacher will provide opportunities to acquire foundational knowledge and skills and ignite a passion for learning. Middle School faculty are essential members of the curriculum development team, along with Middle School Administration.

As an advisor, this faculty member will commit to knowing their advisees and advisee families well. With this foundation, the advisor will serve as the nexus of communication between home and school, promote social-emotional development, and offer appropriate guidance and care for members of their advisory group.

### **Essential Functions**

- Serves as an Educator and works directly with the Head of Middle School to initiate, implement, and oversee the day-to-day programs for students at a particular grade level.
- Utilizes curriculum and assessments to promote an appropriate instructional program and growth for every learner and to determine developmentally appropriate approaches for various groups of learners.
- Uses differentiated Instruction and a social-emotional approach to student engagement.
- Uses Portfolio assessments for each student and maintains assessment records per middle school guidelines. Uses report card and narrative summaries.
- Assists in maintaining grade-level web pages following guidelines provided by division, school administration and technology specialist.
- Works cooperatively with administration and curriculum specialist to promote and enhance vertical alignment of curriculum, PS-12<sup>th</sup> grade.
- Works cooperatively with specialists, administration, and faculty to promote a positive work environment based on a growth mindset.

- Works closely with technology department on the integration of technology throughout the curriculum.
- Works as a team player assisting co-workers, divisions and departments as needed by the School.
- Identifies students that would benefit from the Wings program and works to provide the best learning environment possible for Wings students.
- Provides for students a supportive, orderly, and interactive classroom environment where creative learning takes place.
- Ensures middle school facilities are ready for the start of school each day.
- Knowledgeable about school data management systems and/or other student management software.
- Assists in the recruitment and selection of new and replacement instructional and support faculty as needed.
- Takes part in the Professional Growth and Evaluation Program and enthusiastically takes part in professional growth opportunities.
- Well versed with and adheres to school policies in all areas of student interaction.
- Supports the Employee and School Handbooks, providing assistance by recommending revisions and updates to the School Handbook as needed.
- Serves as an example to colleagues in manners of classroom management, teaching methods and school procedures.
- Provides academic guidance to students; serves as student advocate, helping student families respond to specific academic, emotional, and developmental challenges.
- Communicates with parents, administrators, student services and with chaplains concerning the emotional and physical well-being of students within the classroom.
- Routinely uses educational strategies and project-based curriculum to bolster a student-centered, inquiry-based instructional design.
- Works collaboratively with the middle school administration, school specialists and teacher colleagues to research curriculum best practice.
- Consistently provides a safe and joyful learning environment that integrates and assimilates the use of The Responsive Classroom into daily student interaction.
- Participates in student-centered assessment and reporting approaches including writing narratives and portfolio assessment.
- Assists administration with division long range planning, as well as the division's daily schedule and calendar as needed.
- Maintains congruency between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan, and all activities of the middle school classroom.
- Completes various tasks related to the employee's yearly goals and the school's long range and strategic financial plan.
- Performs other tasks and duties as assigned by the Head of School and/or supervising director of head, including extracurricular.
- Exhibits the behaviors described in the Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence and complies with Physical Requirements and Work Environment.
- Is assessed through the Professional Growth and Evaluation Program.

- Employee may be required to work remotely or engage in telework activity as determined in the employer's sole discretion.
- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.

### **Qualifications**

- Bachelor's degree in education; Master's degree preferred.
- Experience teaching in an independent school environment preferred and excellent verbal and written communications skills.
- A minimum of three years of teaching in an independent school environment preferred and excellent verbal and written communications skills.
- Demonstrates leadership and facilitative skills, including the ability to relate effectively with administrators, operations staff, colleagues, parents, and students.
- Training in social-emotional leaning/instruction; Responsive Classroom training required.
- Training in project-based learning instruction; The Buck Institute's PBL instructional training required.
- Experience in researching instructional best-practices, specifically pertaining to Mind Brain and Education science research.

### **Physical Requirements and Work Environment**

- Climate controlled classroom/school environment with a wide variety of challenges, deadlines.
- Ability to work outdoors in a wide range of temperatures and weather.
- Occasionally lift-up to 30 pounds.
- Visual acuity both near and far
- Ability to hear sounds at normal speaking levels with or without correction and to receive information through oral communications.
- Stooping, bending, kneeling, standing, walking, reaching