



Position Title:	Middle School History Teacher
Date Modified:	February 2020
FLSA Classification:	Exempt
Reports to:	Head of Middle School
Position Purpose:	Responsible for history instruction in middle school. Creates a well-rounded, comprehensive instructional program that reflects best practice through inquiry and research-based instruction.
Work Hours:	7:15 a.m. – 4:15 p.m.
Work Calendar:	School Year
PTO Designation:	Educator (Blackout Dates May Apply)

Description

The Middle School history teacher reports directly to the Head of Middle School, and designs and implements a challenging, student-centered program in their assigned classes. The Middle School history teacher provides opportunities for students to acquire history-related skills, understand the process of history, and make connections between historical events and the present day. This individual will also serve as a faculty advisor who supports the students' personal and academic growth.

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.
- Assists in the recruitment and selection of new and replacement instructional and support faculty.
- Takes part in the Professional Growth and Evaluation Program and enthusiastically takes part in professional growth opportunities.
- Provides for students a supportive, orderly and interactive classroom environment where creative learning takes place.
- Well versed with and adheres to school policies in all areas of student interaction.
- Supports the Employee and School Handbooks and provides assistance by recommending revisions and updates to the School Handbook.
- Serves as an example to colleagues in manners of classroom management, teaching methods and school procedures.
- Provides academic guidance to students; serves as a 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.
- Assists administration with division long range planning, as well as the division's daily schedule and calendar.

- 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.
- A professional who participates in student-centered assessment and reporting approaches including writing narratives and portfolio assessment.
- Maintains the congruency between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan, and all activities of the middle school classroom.
- 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.

Essential Tasks

- 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 the administration and the curriculum specialist to promote and enhance vertical alignment of curriculum, K-8th grade.
- Works cooperatively with specialists, administration and faculty to promote a positive work environment based on a growth mindset.
- Works closely with the 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.
- Ensures middle school facilities are ready for the start of school each day.
- Knowledgeable about *Senior Systems* and/or other student management software.
- 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 or head, including extracurricular.

Qualifications

- Bachelor's degree in education; Master's degree preferred.
- A minimum of three years of teaching in an independent school environment preferred.
- 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.
- 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