



---

**Title:** Middle & Upper School Latin  
**Classification:** Salary; Exempt

**Status:** Full-time; 9.5 months  
**Reports to:** Head of Middle School

---

### JOB SUMMARY

The Middle School Latin position is a full-time 9.5-month position and reports directly to the Head of Middle School. Major responsibility of the position is to develop and execute teaching plans for assigned subjects and counsel with students and parents to meet subject objectives.

---

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

- Plan and execute lesson study to meet subject objective.
  - Conduct counseling sessions with parents as needed.
  - Manage and monitor student learning.
  - Assist with extra-curricular activities as assigned.
  - Coordinate with other instructors and administration to develop the total child.
  - Prepare course materials, i.e.: Teaching and examination materials, articles, workbooks, manuals, etc.
  - Adhere to Parish Episcopal "Characteristics of Effective Teaching."
  - Promote the school's statement of mission and philosophy.
  - Prepare students for next grade level.
  - Maintain professional credentials as required by Independent Schools Association of the Southwest (ISAS) or other accrediting agencies.
  - Promote the school's statement of mission and philosophy.
- 

### MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

- Attends Staff Development Meetings
  - Attends Chapel
  - Attends Division Meetings
  - Attends Department & Team Meeting
  - Attends school events such as Middle School Night, Admission Open House, Fieldtrips/Class Trips
- 

### QUALIFICATIONS

#### Education and Experience:

- Bachelor's Degree; relevant Master's Degree preferred
- 3-5 years' teaching experience; 5th and 6th grade English or Social Studies with Humanities (a combination of Social Studies and English) preferred

#### Job Knowledge, Skills, and Abilities:

Candidate must have knowledge and experience in teaching 7th and 8th grade (1A & 1B) Latin program and possibly Latin I in the Upper School. A bachelor's degree in Classics is required, masters preferred. Experience with Junior Classical League is a plus. Involvement in student life, especially our advisory program, is an expectation of all teachers. We are especially interested in candidates who have an interest and ability to contribute to our extracurricular programs, including athletic coaching.

Candidate must have excellent communication skills and command of subject matter as well as tact in dealing with parents, other instructors, and children in school setting; must possess experience working with children and demonstrate desire to do same; exercise judgment when dealing with students of all ages; set a good example for students; comply with school standards as they relate to faculty conduct; exercise excellent classroom management. 3-5 years teaching experience is preferred. Candidate must be able to meet physical requirements of the position.

---

### WORKING ENVIRONMENT | PHYSICAL AND MENTAL REQUIREMENTS

*These are the physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these requirements will not automatically disqualify a candidate or employees from the position. Upon request for a reasonable accommodation, the School may be able to adjust or excuse one or more of these requirements, depending upon the requirement, the essential function to which it relates, and the proposed accommodation.*

#### Working Environment:

- Office Environment
- Classroom Environment
- Works Primarily with Students
- Works Primarily with Adults; Some Exposure to Students
- Travel - Light
- Travel - Heavy
- Evening and/or Weekend Commitment - Light
- Evening and/or Weekend Commitment - Heavy
- Inside
- Outside
- Works with Others
- Works Alone
- Extreme Heat
- Extreme Cold
- Noise

#### Physical Requirements:

- Seeing
- Color Perception

- Hearing
- Clear Speech
- Touching (Hand and Finger Dexterity)
- Sitting
- Fine Finger Manipulation in Use of Computer
- Standing
- Ability to Move Distances
- Hillcrest Campus includes 5 buildings, 10 acres
- Midway Campus is 350,000 square feet, 50 acres
- Driving
- Climbing
- Balancing
- Kneeling
- Crawling
- Reaching
- Twisting or Bending at Waist
- Pushing or Pulling
- Lifting 0 - 20 pounds
- Lifting 0 - 40 pounds

- Lifting 0 - 75 pounds
- Carrying 0 - 20 pounds
- Carrying 0 - 40 pounds
- Carrying 0 - 75 pounds

#### Mental Requirements:

- Reading - Simple
- Reading - Complex
- Writing - Simple
- Writing - Complex
- Clerical
- Basic Math Skills
- Analysis and Comprehension - Simple
- Analysis and Comprehension - Complex
- Decision Making - Simple
- Decision Making - Complex
- Exercise Discretion - Simple
- Exercise Discretion - Complex

---

*The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.*

---