

Job Description
Grace Episcopal Day School

Title: Middle Grades Teacher

Reports to: Head of School

Job Purpose: Provide students with appropriate learning activities and experiences designed to fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

Responsibilities:

Duties of this job include but are not limited to:

- A. Develops and implements plans for the curriculum program assigned and show written evidence of preparation as required.
- B. Presents the subject matter according to the curriculum guides.
- C. Plans and uses appropriate instructional/learning strategies, activities, materials, and equipment that reflect accommodations for individual needs of students.
- D. Works cooperatively with other members of the staff in planning and implementing instructional goals, objectives, and methods.
- E. Using technologies in the teaching/learning process.
- F. Assists students in analyzing and improving methods and habits of study.
- G. Consistently assesses student achievement through formal and informal testing.
- H. Assumes responsibility for extracurricular activities as assigned and may sponsor outside activities approved by administration.
- I. Presents a positive role model for students that supports the mission of the school.
- J. Creates a Christian classroom environment conducive to learning and appropriate to the physical, social, and emotional development of students.
- K. Manages student behavior in the classroom and administers discipline according to Code of Student Conduct.
- L. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- M. Establishes and maintains open lines of communication with students and their parents.
- N. Maintains a professional relationship with all colleagues, students, parents, and community members.
- O. Uses acceptable communication skills to present information accurately and clearly.
- P. Compiles, maintains, and files all reports, records and other documents required in a timely manner.
- Q. Participates in Professional Development and Personal Growth.

- R. Attends and participates in weekly chapel.
- S. Performs other duties as assigned.

Qualifications:

1. Bachelor Degree with 12 content hours in subjects taught.
2. Experience is preferred but not necessary for hiring.