



**JOB TITLE:** Middle School English Teacher

**REPORTS TO:** Head of School

**EMPLOYMENT STATUS:** Full Time; 10 months (late August to late June); Salaried

**CLASSIFICATION:** Exempt

*Revised: August 1, 2021*

The mission of Carden Arbor View School is to provide the highest quality education of the whole child using the Carden curriculum and philosophy - to educate with joy, growth, enthusiasm, dignity, and respect. We are a kind and joyful learning community where everyone is celebrated for who they are. We ignite students' strengths and passions in a safe and supportive learning environment rooted in the Carden method. We widen our students' perspectives, giving them the tools to know themselves and find success in the future of their choosing. All Carden Arbor View School staff must strive to create a professional yet welcoming environment, maintain the school image with both the internal and external population, demonstrate support for the school's philosophy, mission, vision, the Carden curriculum, and the Carden method.

**GENERAL SUMMARY:**

The middle school English teacher will provide academic instruction and social-emotional support to students in grades 6-8, including the planning and implementation of high-quality, engaging English lessons (including literature, grammar, writing, spelling, oral communication, and vocabulary development) differentiated as needed to meet the needs of all students.

Teachers typically work 7:30 a.m. - 3:30 p.m. on school days, with occasional evening and weekend hours. Teachers are required to attend Monday faculty meetings from 3:30 p.m. - 4:30 p.m.

*Note: We also have an opening for a part-time after-school debate coach. Candidates for this position may also apply for the debate position, if desired. If you are interested in the debate position as well as the full-time English position, please include this in your cover letter.*

**DUTIES AND RESPONSIBILITIES:**

1. Regularly assess the students and the curriculum, adapting content and instruction as appropriate, communicating assessment results to parents
2. Create and maintain an orderly and aesthetic learning environment that accounts for students' academic, social-emotional, and behavioral needs
3. Maintain accurate records using the school's learning management system as well as portfolios of student work to illustrate and record progress and achievement

4. Empower students to take charge of their learning by providing all necessary scaffolding, modeling, materials, and resources, and consistently maintaining a high level of expectation for student success
5. Collaborate with colleagues in planning and implementing an integrated curriculum across disciplines, including interdisciplinary lessons and field trips
6. Communicate with parents and guardians to provide feedback on students' academic and social-emotional progress through parent-teacher conferences, written reports, phone calls, and emails
7. Map/document curriculum
8. Partner with other English/language arts teachers (ELA) to ensure a vertically aligned ELA program for grades K-8
9. Develop and teach electives and/or center classes, as assigned
10. Serve as an advisor to approximately 10 middle school students
11. Attend all faculty and staff meetings and required special events, such as Back to School Night
12. Chaperone a week-long overnight field trip as well as occasional daytime field trips and school dances
13. Engage in professional development
14. Participate in school in-service activities and work on assigned school committees
15. Support the mission and vision of the school and present the school and oneself in a positive manner
16. Perform other duties as assigned

#### **COMPETENCIES:**

1. Love for working with middle school children
2. Desire and ability to work and connect with students in grades 6-8
3. Lesson planning and the ability to provide engaging and differentiated instruction
4. A deep pedagogical knowledge of best strategies for teaching reading, writing, and other elements of a comprehensive English curriculum
5. A solid understanding of middle school-aged children's academic, social, and emotional development
6. Ability to connect with parents, faculty, staff, and administration
7. Familiarity with or a willingness to learn about the Carden approach to teaching language arts in elementary school in order to have a sense of students' ELA experiences in grades K-5
8. Effective oral and written communication
9. Ability to integrate technology into the classroom in meaningful ways
10. Excellent organizational and interpersonal skills
11. Attention to detail
12. Maintaining confidentiality and privacy
13. Ethical conduct
14. Time management and the ability to multitask
15. Teamwork, collaboration, and leadership
16. Patience and flexibility
17. Ability to use Google Suite, in particular Google Drive, Docs, and Sheets
18. Ability to use Zoom and to teach students remotely if needed  
*(Note: While we plan to be in-person for the year, there is the possibility that we will need to pivot to remote learning with minimal advance notice.)*

#### **REQUIRED EDUCATION AND EXPERIENCE:**

1. Bachelor's degree in education, English, or related field
2. Experience teaching middle school students
3. Familiar with Microsoft Office, Google Suite, Internet, e-mail, and Zoom

**PREFERRED EDUCATION AND EXPERIENCE:**

1. Master's degree in education, English, or related field
2. At least three years of experience teaching middle school students, preferably in an independent school setting
3. Elementary and/or English teaching credential

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to talk, listen, handle, feel, and reach with hands and arms. This position is active and involves standing and walking. The employee may occasionally need to lift and/or move items under 20 pounds.

1. Ability to lift and/or move up to 20 pounds.
2. Ability to communicate orally and in writing.
3. Ability to listen and hear.
4. Ability to walk and/or stand for extended periods of time, some of which will be required to be outside.
5. Ability to bend, sit and stoop, kneel, or crouch.
6. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Carden Arbor View School is an equal opportunity employer that complies with federal, state, and local laws governing nondiscrimination in the workplace. All employment decisions are based on business needs, job requirements, and individual qualifications. Qualified applicants are considered for employment without regard to age, race, color, ancestry, disability, national origin, gender identity, sexual orientation, marital status, religion, and genetic information.