

MIDDLE SCHOOL LANGUAGE ARTS & PROJECT TEACHER

Job Information

Job Title	Middle School Language Arts & Project Teacher
Location	Durham, North Carolina
About Duke School	Founded in 1947, Duke School has as its mission to inspire learners to boldly and creatively shape their future. Duke School offers an exceptional project-based learning environment that seeks to develop high-level analytical and critical thinking skills in all of its students. Duke School is a preschool through 8 th grade day school enrolling approximately 500 students.

Job Summary

Duke School offers an exceptional project-based learning environment that seeks to develop high level analytical and critical thinking skills in all of its students. This focus is fully integrated with explicit instruction in the core academic disciplines of mathematics, science, social sciences, Spanish, and language arts. This engaging and rigorous approach to educating middle school students is implemented by a collaborative team of four teachers at each grade level. Middle school at Duke School comprises grades 5-8, with each grade enrolling approximately 48 students. The majority of students live in Durham or Chapel Hill.

We are seeking an exceptional Middle School language arts and project teacher with a sound understanding of best practices in teaching and working with adolescents. The ideal candidate will have an education degree, knowledge and experience in the workshop methodology, and at least three years of teaching experience. A deep understanding of middle school philosophy and a commitment to the academic and

social/emotional growth of students is essential. Being able to work collaboratively on a team is critical for this position.

Position Description

Each MS teacher is responsible for delivering the curriculum in their subject area and collaborating with the grade level team to teach the project curriculum. As a member of a grade level team they are expected to work closely with other members of the team ensuring the emotional, physical, and academic well-being and growth of the students in the grade level.

Duke School emphasizes a collaborative working relationship with all members of the school community. Within this framework, teachers, parents, and directors work together in planning, promoting, and executing an educational program that meets the developmental, academic, social, and emotional needs of children.

Teachers are also assigned or given the opportunity to perform duties that support the health of the middle school, such as car line, activities, and/or clubs. As a member of the school community, all teachers will support and work well with parents, administrators, and fellow faculty members.

Reports to: Middle School Division Director

Areas of Responsibility

The teacher's job is broad and varied. It includes but is not limited to:

- Supporting the mission of Duke School
- Developing appropriate instructional programming in accordance within the philosophy and methodology of Duke School
- Implementing a program where students reach grade-level benchmarks and beyond if appropriate for the student's needs
- Leading an advisory of c. 12 students
- Implementing curriculum plans with appropriate learning activities
- Attending and chaperoning overnight field trips
- Assessing children's needs and progress – setting goals for individual growth
- Maintaining appropriate records of children's progress – portfolio assessment
- Writing progress reports – mid-year and end-of-year
- Reporting to parents, both formally and informally, at regular intervals
- Coaching students to participate in two regularly scheduled parent/teacher/student conferences
- Working in collaboration with Student Support Services to meet the specific needs of varied learners

- Working with the Director of the Middle School and Curriculum Director
- Attending all school functions that are required by the Head of School
- Supporting the work of the Admissions Office – assessments and school visits
- Performing duties that ensure children’s safety and create a positive, supportive classroom community
- Supervising children during lunch and recess and at all times while in his/her/their care
- Creating and maintaining a clean, attractive, and stimulating learning spaces
- Sponsoring extracurricular student activities or clubs.
- Attending all faculty meetings, curriculum meetings, parent nights, and occasional weekend events that support the school community and other events as stated by the Division Director or Head of School

To Apply

Please email your resume, including a list of references along with a cover letter to teach@dukeschool.org. Diverse candidates are encouraged to apply. Compensation is commensurate with experience and abilities and reflective of local salary levels.