
Title: Middle School Humanities
Classification: Salary; Exempt

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

JOB SUMMARY

The Middle School Humanities 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 developmentally appropriate units and lessons to meet subject objectives.
 - Differentiate instruction for students based on ability and/or interest.
 - Work and plan collaboratively with teaching team and department.
 - Act as the advisor for one section of students. Advisors serve as the point person for communication with the parents of the advisory students.
 - Conduct parent teacher conferences at scheduled intervals and on an as needed basis.
 - 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.
 - 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.
 - Perform assigned duties such as carpool and lunch duties.
-

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 Meetings
 - Attends school events such as Middle School Night, Admission Open House, Field Trips/Class Trips
-

QUALIFICATIONS

Education and Experience:

- Bachelor's Degree; relevant Master's Degree preferred
- 3-5 years' teaching experience; 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. Involvement in student life, especially our ParishLeads advisory program, is an expectation of all teachers. We are especially interested in candidates who have a strong interest and/or background in interdisciplinary work, differentiated instruction, and collaboration with colleagues. We seek candidates who have the interest in and ability to contribute to our extracurricular programs, including athletic coaching.

Candidate must have excellent communication skills and command of subject matter with tact in dealing with parents, other instructors, and children in school setting. Must have experience working with children and demonstrate desire to do the same. Maintaining classroom structure, exercising good judgment and setting good examples for students, and complying with school standards as they relate to faculty conduct are essential. Involvement in student life is an expectation of all teachers including, but not limited to, lunchroom and carpool duties and field trip/class trip participation.

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.
