



## **Fisher Island Day School, Inc. Job Description – Middle School Teacher**

The Middle School Teacher, under the supervision of the Head of School or designee, is responsible for developing and implementing an age/grade-appropriate educational program for an assigned class (or classes) of schoolchildren. The curriculum must meet the emotional, physical, cognitive, and social needs of both the individual child and the group.

### **Duties and Responsibilities**

In addition to the general duties and responsibilities set forth in the Faculty Handbook, the specific duties and responsibilities of the Middle School Teacher are set forth below:

1. Treats each child with respect and models appropriate expectations.
2. Reads each child's file in his/her class and is knowledgeable about their medical, academic, and developmental histories.
3. Assures for the health, welfare, and safety of the children.
4. Assesses each child's academic levels, strengths, weaknesses and learning styles.
5. Differentiates instruction to address the needs of a variety of learning abilities and styles.
6. Engages a variety of instructional approaches to match the skill(s) being taught as well as to maintain student interest the (e.g. hands-on instruction, direct instruction, computer-assisted instruction, interdisciplinary instruction, etc.).
7. Follows the School's curriculum and ensures that goals and objectives are met in a timely fashion.
8. Integrates instruction across multiple disciplines (e.g. mathematics/science, reading/social studies)
9. Provides a warm, safe, and caring environment that is kept orderly, clean, and appealing. The environment should reflect the school's philosophy and allow each child to grow and to explore.
10. Plans, prepares, and implements daily activities (indoor/outdoor) as they relate to the curriculum.
11. Integrates technology into the teaching-learning process.
12. Checks FIDS's email and website on a daily basis to stay informed of current school happenings and directives; responds to all emails and phone calls/texts within 24 hours.
13. Maintains proper discipline and assists students in developing self-discipline and a sense of responsibility.
14. Participates in arrival/dismissal, playground, and snack time and lunchtime supervisory responsibilities.
15. Records and maintains school, classroom, and students' information, such as attendance, student files, progress reports, lesson plans, curriculum development, collection of data, etc., including keeping records of all developing skills (physical, social, emotional, and cognitive).
16. Keeps a "portfolio" of each child's progress, including photographs, samples of their artwork, writing, etc.
17. Maintains good communication with parents on a weekly basis through a variety of means, including but not limited to parent conferences, phone calls, emails, etc.

18. Works with other staff members to form a positive, supportive team atmosphere.
19. Ensures confidentiality of privileged information.
20. Maintains adherence to all school policies and procedures, including any outside agency requirements (e.g. Florida Department of Children & Families).
21. Attends all faculty and team meetings (exact meeting dates and times TBD).
22. Submits a written lesson plan weekly to the Head of School or designee for prior approval.
23. Participates in parent orientation and open house activities.
24. Attends and assists with the school functions, such as awards ceremonies, fundraising events, festivals, etc.
25. Attends workshops, conferences, and any in-service training requested by the Head of School.
26. Must work the days and hours to perform all assigned responsibilities and tasks, be punctual and timely in meeting all performance requirements, including but not limited to, attendance standards and work deadlines.
27. Performs additional program duties as assigned by the Head of School.

### **Minimum Position Requirements**

1. A Bachelor's degree in field and eligibility for state certification in elementary education. A Master's degree in field is strongly preferred.
2. Three years previous teaching experience at the elementary school level.
3. Successful completion of Florida Department of Law Enforcement (FDLE) Background Screening.
4. Ability to effectively interact and relate to children in an age-appropriate manner.
5. Sensitive to individual children's differences and needs, and be willing to adjust the program and curriculum to meet those individual needs.
6. Motivated to learn and grow in an educational environment; and be willing to continually increase knowledge in the field of elementary education.
7. Ability to relate with and speak to parents in a respectful and courteous manner.
8. Willing to work in a team environment; be willing to share ideas & be open to other's ideas; be flexible & willing to compromise.
9. Ability to communicate effectively, both in writing and orally.
10. Competence with basic instructional technology functions, including but not limited to: M.S. Outlook email & calendar; M.S. Word, Excel, & PowerPoint; web-browsing; apps; large-screen interactive devices, such as Smart or Aquos Boards; social media platforms; etc.
11. Some fluency in Spanish a plus.

### **Special Requirements and Physical Demands**

Regular to frequent requirements include bending, stooping, stretching, squatting, pushing and pulling, and sitting and walking.

### **School Year/Faculty Hours**

The school year includes approximately 178 days of instruction for students and approximately 212 days of employment. The teacher workday is 8:00 a.m. – 4:00 p.m.

### **Salary Range**

Commensurate with experience and education, but will meet or exceed the average salary range for similar positions. Relocation packages will be considered and available based on a candidate's qualifications.

**\*\*\* Interested candidates should email their resumé and cover letter to Dana Vignale, Assistant Head of School, [dvignale@fids.org](mailto:dvignale@fids.org).\*\*\***