



Job Description: Middle School Teacher

Job Status: Full-time

Reports to: Division Head

Schedule: School year

Summer duties: Professional Development & Preparation for Upcoming Year

Position Summary

Looking for life-long learners with a passion for teaching middle school age students. Can look forward to a community of strong relationships with peers and strong administrative and parental support. Middle School Teachers chaperone anchor trips, lead club activities, and work closely with peers to ensure quality instruction for their students.

Major tasks & duties

- Plan and deliver instructionally sound and engaging lessons to help students grow in their critical thinking and skills.
- Be available to meet with students needing additional support before or after school.
- Help plan and chaperone one of our annual anchor trips.
- Teach chapel lessons and integrate the life skills into the curriculum. Be an active participant and role model.
- Clearly and timely communicate with colleagues and parents both in writing and face to face as needed.
- Conduct parent/teacher conferences and be available to meet with parents as needed.
- Post students' assignments on our learning management system each day, and keep students' grades updated regularly within the LMS.
- Complete grade cards and comments quarterly.
- Order and maintain appropriate supplies and materials and work within provided budget.
- Work collaboratively to achieve the mission of the school.
- Set an example of intellectual curiosity, critical thinking, life-skills, self-motivation and self-discipline.
- Model competence, personal responsibility and respect for others in every aspect of the job.
- Meet regular and predictable attendance requirements, including attending division and all school meetings, divisional and All School chapels, professional work days, and admissions related events.
- Act as an ambassador for the school by attending school-wide events and supporting the school community outside of the classroom whether it's at arts performances, athletic events, or other activities.

Minimum qualifications

This job description is intended to convey information essential to understanding the scope of the job and general nature and level of work. It is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position, nor is it considered a contract between the employee and St. Paul's Day School. St. Paul's has the right to change employees' job duties at its discretion.

- Bachelor's degree in related field.

Physical demands

Incumbents must be able to successfully perform the essential functions of the job, with or without reasonable accommodation.

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