



THE MEADOWS SCHOOL

Middle School English Teacher

The Meadows School is seeking a dynamic, creative, experienced English teacher for the 2024-2025 school year. The Meadows School educates approximately 950 students per year in grades preK-12. The 40-acre campus houses over 240,000 square feet of state-of-the-art facilities. Since the first graduating class in 1991, 100% of Meadows graduates have been accepted into four-year colleges and universities.

Reporting to and evaluated by both the English Department Chair and the Middle School Director, the English teacher creates a flexible Middle School age program based on the subject matter taught. The ideal candidate will also create a class environment favorable to learning and personal growth; establish effective rapport with students; motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for preparation for college in accordance with each student's ability; and establish good relationships with parents and with other faculty and staff members.

Qualifications

- Minimum of a Bachelor's degree from an accredited institution in fields of study related to English or English Education.
- Minimum of 3 years of teaching experience in grades 6-12 in the subjects to be taught.
- Experience in curriculum development.
- Clear, consistent and respectful communicator with excellent written and verbal communication and listening skills, as well as a demonstrated ability to problem solve and collaborate.
- Efficient time management and the ability to take on many tasks at once and prioritize them by importance and relevance.
- Good at problem-solving quickly under pressure and outstanding critical thinking abilities.
- Strong organizational and classroom management skills.
- Knowledge of Microsoft Office suite, Google platforms (Google Docs, Sheets, Presentations, etc.) as well as experience with a Learning Management System (LMS) like Blackboard, Canvas, or other online course management, assignment-posting systems.
- Upstanding ethics and integrity.
- A passion for learning and sharing your knowledge with others.
- A deep respect for, and ability to articulate, the mission and core values of The Meadows School and commitment to academic excellence in an independent school education, along with the Board's and Head's vision on the strategic direction of the institution.
- Must pass a background check.

Duties and Responsibilities

- Cultivate a passion for knowledge among students and engage them to learn.
- Foster a growth mindset in students by encouraging curiosity and continued improvement.
- Help set clearly articulated student goals and work with the class to help them attain these goals.
- Foster a classroom environment where all students feel safe, welcomed, respected, and heard.
- Keep an organized and orderly classroom that promotes creativity and learning.



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- Plan curriculum for the school year that aligns with relevant content and skills in the subject of the courses taught.
- Create and prepare daily lesson plans for appropriate age and learning skill level, adjusting when needed.
- Create and use instructional material for classroom use.
- Lead daily lesson plans, teaching the intended subject matter, and answering any questions the students may have.
- Ensure students are attending and participating in class.
- Assign a variety of thoughtful and meaningful work by means of in-class worksheets, projects, homework, presentations, reports, etc., that measures clearly defined learning objectives tied to the overall goals and objectives of each class.
- Assess performance by giving feedback, grading work and providing assessments in a caring, thoughtful, and timely manner.
- Keep grading records and submit at end of each quarter and semester.
- Help students one-on-one who need extra assistance.
- Enforce administration and school-wide policies as well as set and maintain clearly articulated classroom rules and expectations.
- Participate in department, school, and parent meetings.
- Communicate necessary information regularly to students, colleagues, and parents regarding student progress and student needs.
- Serve as an advisor to a cohort of students and mentor them through the Meadows School Advisory program.
- Be active in the school community by serving on committees, participating in day-time school activities, and mentoring clubs.
- Regularly attend school events such as athletic competitions, graduation, and arts programs.
- Continually seek improvement in teaching practices by regularly engaging in meaningful and relevant professional development in his or her field of study/taught courses.
- Work collaboratively with the English Department, under the guidance of the English Department Chair and the Middle School Director, to develop and maintain a cohesive and skills-based program that fosters student growth and development in English.
- Perform other duties as assigned by the Middle School Director.

Please submit a cover letter and resume to Brian Siegel, Middle School Director, at bsiegel@themeadowsschool.org. No phone calls please.