

**Position Title:** MS 6<sup>th</sup> Grade English Teacher  
**Date Modified:** January 2023  
**FLSA Classification:** Exempt  
**Reports To:** Middle School Head  
**Position Purpose:** The Sixth Grade English Teacher should be articulate and passionate about reading, writing, grammar, and vocabulary development. The teacher should be an expert in the field of English, as well as the early Middle School years, and support the educational program by challenging, supporting, and engaging students and meeting the academic expectations of the school.

**Looking for someone who:**

Understands Middle School Children, the whole child. This includes age, developmental ability, social and emotional perspective, with a strong English grammar background. This person should be organized, timely with a strong sense of responsibility. Team player with an “all in” attitude. Able to manage an advisory.

**Specific duties (not limited to):**

- Successfully teach all assigned English classes focusing on grammar, interactive vocabulary, and writing instruction
- Serve as an advisor to a group of 6th grade students and supervise study halls daily
- Assist with opening-of-school functions, pre-planning week, *Back to School* nights, and complete all assigned tasks from Middle School Head
- Actively support school functions, such as athletic events, dramatic and musical productions, and field experiences
- Attend weekly faculty meetings and serve on faculty committees as needed
- Meet responsibilities and deadlines in the classroom and of the school (e.g., fall and spring parent conferences, accurate and timely report writing, weekly grade level team meetings)
- Communicate with parents: return phone calls, emails, and notes in a timely manner
- Provide extra help to students before or after school and/or study halls
- Prepare course materials such as syllabi, homework assignments, and handouts
- Maintain student attendance records, grades, and other required records
- Evaluate and grade students' classwork, assignments, and papers
- Compile, administer, and grade examinations
- Use online grading and course management software and update grades regularly and in a timely manner
- Plans, evaluates, and revises curricula, course content, and course materials and methods of instruction
- Use effective class management techniques to ensure effective learning
- Collaborate with other faculty and staff, especially the grade-level team
- Maintain regularly scheduled office hours in order to advise and assist students
- Maintain expertise in subject matter through professional development
- Participate in daily or weekly duties such as break, lunch, or carline
- Perform other duties as assigned by the Middle School Head

## **Objectives:**

- Partner with grade level teachers to be a strong member of the overall academic team.
- Partner with the English department and be an active member of the 4 person team: collaborate on year-long reading, writing, and grammar as it is developmentally appropriate for the 6th grade student.
- Possess management and communication skills to collaborate across School Divisions with a full-school perspective.
- Possess knowledge of best practices in teaching English.
- Perform other duties as assigned by Head of Middle School

## **Qualifications**

- Bachelor's degree in English or English education
- Three to five years of Middle School teaching experience
- A minimum of five years of teaching and administration experience in an independent school environment preferred
- Expertise in the field of English and support colleagues across content areas
- Ability to inspire young readers and writers
- Familiarity with inquiry-based teaching methods
- Transition students into Middle School
- Understanding of pre-adolescent behavior; a good sense of humor
- Experience with teaching teams, project work, and a proven teacher/leader who can participate in Professional Learning Communities and support teacher professional development
- Familiarity with Developmental Designs or a similar advisory program
- Willingness to be "all in" working with students, parents, and colleagues
- Excellent verbal and written communication skills
- Organization and time management
- Competence and comfort with digital technology
- Ability to use basic office equipment
- Proficiency with using instructional technology and web-based tools in the classroom
- Demonstrated authentic commitment to inclusion and belonging; awareness of issues related to social justice and equity

Interested candidates should submit a resume to Kristine Grant, Head of Middle School:  
kgrant@shorecrest.org