

JOB DESCRIPTION

Date: April 2024

Position Title: Middle School History Teacher

Reports directly to: Director of Middle School

Job Classification: Exempt

Position Summary: Saint Paul's Clearwater Independent School seeks a full-time Middle School History Teacher for the 2024 - 2025 school year to teach in a collaborative and supportive learning environment. Experience and enthusiasm in working with motivated students in and out of the classroom are essential. Planning and providing quality instruction, giving extra help, collaborating with colleagues, and leading an extracurricular activity are crucial components of this position. The ideal candidate will be a dedicated, energetic professional with a college degree in history and a passion for teaching middle school students.

Essential Functions

- Teach several history classes in grades 6 and 8 as assigned
- Serve as an advisor for our advisory program
- Teach an elective class
- Design and update curriculum for all classes taught
- Communicate with families through report cards and conversations
- Plan for the accommodation of learning differences
- Cover recess, lunch, and carline duties on a rotating basis as a member of the MS instructional team
- Attend field trips, service-learning outings, community events, and gatherings
- All other duties as assigned by the Head of School and the Director of Middle School

Education & Experience

- Bachelor's Degree required
- Previous teaching experience in a middle school is preferred
- While this is primarily a history position, a background in teaching would be a plus
- Ability to partner with other teachers in the department to help deliver a cohesive program for students
- Ability to prepare unit plans, daily lesson plans, classroom materials, and assessments
- Excellent interpersonal, presentation, writing, organizational, and communication skills
- Familiarity with and a commitment to the mission of independent schools and Saint Paul's School
- A love for students and a willingness to go above and beyond in the best interests of students
- Integrity, sound judgment, self-confidence, maturity, and a sense of perspective
- A high level of energy and ability to work on multiple tasks/projects

- Ability to model, promote, and provide opportunities for students to live the school's Honor Code
- Demonstrated sensitivity to students, faculty, and staff of varying racial, ethnic, religious, gender, cultural, disability, sexual orientation, and socioeconomic backgrounds

Working Conditions

- Ability to sit at a computer and keyboard for moderate periods
- Mobility sufficient to move about campus, including climbing stairs
- Sight and hearing are adequate to perform the duties of the job, including communicating clearly
- Ability to lift and carry 25 pounds on an occasional basis

All staff will comply with school rules and policies, particularly regarding timekeeping, and will follow prescribed office and lunch hours. Any overtime must be approved prior to accrual or offset throughout that week unless otherwise stated in the employment letter or as directed by the employee's supervisor.

Staff may be asked to help out in other offices, but such requests must be channeled through and approved by, the Head of School.

The school has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the school reserves the right to change this position description and/or assign tasks for the employee to perform as the School may deem appropriate.