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HILLTOPPERS

Position: Middle School Educator
Reports to: Middle School Principal

Program Overview

Middle schools recognize, celebrate, and respond to the rapid change in the growth and development of students during this unique period of life. This rate of change happens only one other time in a person's life - birth to age 3. Students' brains grow and change rapidly during this time, moving them from concrete thinkers towards abstract thinkers. On the other hand, students' social and emotional maturity does not always keep pace with their physical maturity, thus creating dissonance between how they are perceived and what they are asked to manage on their own. There is a healthy tension as students begin to explore their identity of who they are as learners and as emerging young adults and who they want to become. Students also begin to discover their passions and define their moral compass as they continue to step toward independence. Marshall's middle school educators understand this and design a holistic program that is responsive and nurturing for students, helping them build the skills and confidence they will need to be successful learners who embrace a growth mindset, and who are ready for the next phase of their journey.

Position Overview

Middle school educators value working with young adolescents during a period of students' lives that is marked by significant growth and development. The middle school years are known for the wide range of academic, physical and social/emotional maturation of students as they continue their journey toward adulthood. Middle school educators actively recognize, celebrate, and support this student development in an environment that provides challenge and opportunity for success for all students. Middle school educators work collaboratively with a team of inspiring and innovative colleagues who understand and use best practices in middle level education. This includes designing curriculum that is relevant, experiential, exploratory, and inclusive using multiple learning and teaching approaches to respond to the needs of the middle school learner. Assessment and feedback practices are continuous, authentic, and relevant measures that provide evidence of student progress. Middle school educators are advocates, advisors, and mentors, and are key players in building an inclusive community where both educators and students are held to high standards of conduct and community membership. Middle school educators are members of a crew that compels all members (educators and students) to work together as a team, to pitch in, and to help others so all members can be successful. During most school days, middle school educators should plan to be on campus from 8:00 - 4:00 p.m.

Primary Responsibilities

Advisor Role

- Support the anchors of Marshall's advisory program:
 - Academic Advising
 - Monitor and support student progress
 - Help advisees establish learning goals
 - Review progress toward goals with advisees regularly
 - Support the development of executive functioning skills and other essential study skills that will ensure a successful learning experience
 - Wellness skill development
 - Help students develop skills to maintain social and emotional wellness
 - Relationship and culture building
 - Develop a culture of being a member of a crew
 - Build a sense of community within the advisory/crew
- Communicate regularly with parents

Teacher Role

- Create a safe, active, and inclusive learning environment where students feel a true sense of belonging.
- Create learning experiences that:
 - develops and strengthens essential skills for learning
 - provides and supports stretch of a student's understanding of the content
 - helps students discover their areas of strength and growth as a learner
 - reinforces a growth mindset
 - encourages students to embrace learning, including that which is hard at first
- Strive to incorporate the following into student learning opportunities:
 - Student Voice - creates a learning environment where students are able to learn from others and share their learning on a daily basis
 - Connected Learning - bridges curriculum pieces to help students see the interconnectedness of the overall program in the broadest context
 - Student Choice - designs lessons where students have an appropriate amount of choice in how they will pursue their learning and demonstrate their understanding
 - Reflection - creates time and space for reflection and self assessment of learning
 - Innovation - encourages innovation by giving students opportunities to take appropriate risks in shaping their learning.
 - Problem Solving - builds in opportunities for students to stretch their thinking by solving appropriately challenging problems
 - Critical Thinking - empowers students to become active participants in their learning, asking questions to deepen their understanding
 - Service and leadership: incorporates experiences for students to develop leadership skills in service to causes bigger than themselves
- Articulate clear statement of learning objectives and outcomes

- Use a variety of assessment methods and tools that provide students with multiple opportunities to demonstrate their learning.
- Communicate student progress by keeping the gradebook current and provide timely and meaningful feedback focused on student growth and development.
- Build opportunities for students to partner and lead in the design, development, and creation of documentation and demonstration of learning.
- Make decisions for future student learning based on assessment and reflection data.

Student Life Role

- Participate fully in the life of students while at school, including supervision responsibilities and shared duties among teachers in the middle school division.
- Report concerns about student welfare to school administrators, learning specialists, and/or counselors.
- Engage in forming connections and building community by coaching/advising athletics teams, co-curricular offerings and student-led clubs, organizations, and activities.

Community-builder Role

- Design experiences for students to gain social-emotional skills, including self-awareness, social awareness, responsible and ethical decision making, self-management, and relationship skills
- Strengthen relationships of belonging, openness, and vulnerability
- Develop an understanding of historic circumstances and injustices in order to acknowledge its impact and promote the importance of equity, diversity, and inclusion

Safety Role

- Implement Marshall School policies and procedures and follow safety protocols to ensure the health and safety of students.
- Exercise good judgment when proposing and supervising activities to ensure the safety of students
- Communicate with supervisors any safety concerns or incidents in a timely fashion.

Networker Role

- Collaborate with different departments at Marshall School and within the local community to ensure an effective delivery of program elements
- Seek ideas and local resources to augment the program and lessons
- Regularly check a variety of sources for professional development: conferences, literature, colleagues, etc.
- Share new ideas, approaches, activities.

Technology Role:

- Demonstrate a growth mindset with regards to technology in education, regularly sharing and discussing technology best practices with peers

Program Development Role

- Strive for continuous school improvement and articulate and advance school Mission, values, and beliefs
- Work effectively as a team and crew member in planning, shared decision making, and problem solving

Secondary Roles and Responsibilities

- Collaborate and coordinate with other departments within Marshall School
- Participate in other duties as assigned.

Required Skills

- Ability to deliver student-centered instruction that is responsive to the middle school learner's needs.
- Growth mindset-oriented with an ability to give and receive feedback for positive change
- Excellent leadership, organizational skills, and attention to detail.
- Flexible, adaptable, and open to change.
- Strong personal motivation, initiative, follow through, and commitment.
- Ability to work both independently and cooperatively as a crew member and give and receive both positive and constructive feedback.
- Strong and effective communicator, both written and oral.
- Leadership and organizational skills to manage small and large groups.