Position Title: Middle School Art Teacher -Full Time  
Date Modified: July 1, 2024  
FLSA Classification: Exempt  
Reports To: Middle School Head  
Position Purpose: The Middle School Art Teacher prepares curriculum and teaches art for middle school students (grades 5-8)  

Specific duties (not limited to):  
- Successfully teach all assigned Art classes  
- Serve as a temporary advisor to a group of students (determined by Head of Middle School) and supervise study halls daily  
- 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., accurate and timely report writing, 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' class work, assignments, and papers  
- Compile, administer, and grade examinations  
- Use online grading and course management software, and update grades regularly and timely  
- 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  

Qualifications  
- Bachelor’s degree or post graduate work in subject matter  
- A minimum of five years teaching and administration experience in an independent school environment preferred  
- Excellent verbal and written communications skills  
- Demonstrated leadership and facilitative skills  
- Proficient in using technology and web tools  
- Able to use basic office equipment
● Supports Shorecrest’s Mission and core values

Physical Requirements and Work Environment

● Works in a highly involved and busy environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts
● May work at a desk and computer for extended periods of time
● Be able to occasionally lift up to 20 lbs.
● Work primarily in a traditional climate controlled classroom environment
● Work intermittently in outside weather conditions, including extreme heat and cold

Acknowledgment
I understand the responsibilities and competencies of the Middle School Art Teacher position

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Signature                                          Date