



Providence Christian School of Texas

Position Title:	Middle School English Teacher
Reports to:	Head of Middle School
Work Hours:	7:30 a.m. – 3:30 p.m.
Vacation Designation:	Teacher

Position Summary: As part of the Humanities department at Providence, the Middle School English Teacher will implement lesson plans in literature, writing, vocabulary, and grammar, and instruct students in the rich tradition of our classical, Christian school. The hallmarks of the teaching environment at Providence Christian School are excellence in academics inspired by a challenging classical curriculum with a biblical world-view; a well-ordered, disciplined atmosphere that focuses on high standards of behavior and Christian character; and a partnership with supportive and involved parents.

Qualifications

- Bachelor's or Master's degree with a major in the subject matter preferred.
- Previous experience teaching designated subject, or extensive professional experience in the designated subject matter.
- Experience teaching in a Christian school preferred.

Essential Functions

- Participates in developing and maintaining vertically and horizontally aligned high school-prep curriculum with colleagues.
- Works with the Humanities department and the middle school division to ensure consistently high standards within the instructional program; provides the division head and department chair with a copy of the weekly lesson plan.
- Documents classroom instruction with performance standards and level of mastery required by students.
- Follows policies and procedures concerning grading system, record keeping, and communication with parents.
- Informs parents of their child's progress, in addition to conducting in-person or telephone parent conferences, and preparing regular grade reports and narrative comments according to the schedule set by the division head.
- Maintains accurate records and notifies the division head of all tardies and absences, serious accidents or health concerns, and concerns for students' physical or mental safety.
- Arrives at school on time properly attired and well-prepared for the instructional day.
- Provides adequate supervision of students at all times in accordance with teacher guidelines.
- Attends professional development opportunities and reads assigned criteria.
- Aids in planning and implementing all areas of financial responsibility related to the department.
- Supports the Parent and Student Handbook.
- Attends required school meetings and special events, and follows school rules and policies.
- Fulfills all qualified duties and responsibilities assigned.

Physical Requirements and Work Environment

- Work in an environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.
- Regularly use near and distance vision.
- Ability to walk quickly and/or run in case of emergency.
- Turn, bend, reach, and occasionally use a ladder.
- Work in varied outside weather conditions during carpool, special activities, and events.