

## **Middle School English Teacher Job Description**

### **Position Description**

Teach five classes in the English Department and supervise two extracurricular activities. Assume other duties as assigned by the Head of Middle School.

### **Primary Responsibilities**

- Ensure the safety and well-being of all students in the school.
- Develop course curricula aligned to learning standards, create lesson plans with defined learning objectives, teach classes, and provide support to students in and out of class .
- Maintain current and detailed documentation for all students, including information related to grading, behavior, attendance, etc.
- Communicate proactively with the Head of Middle School, Assistant Head, Dean of Academics, colleagues, and parents as necessary concerning student engagement and performance.
- Maintain active communications with students' parents/guardians.
- Supervise after-school activities while ensuring student safety at all times, giving direction appropriate to the activity, and modeling good behavior and citizenship.

### **Secondary Responsibilities**

- Research current trends in English content and instructional methods appropriate to teaching English to different learning styles.
- With the involvement of your supervisor/manager, create a personal development plan that will enhance your professional performance. This may include identifying professional development activities and opportunities that will sharpen teaching skills and broaden your knowledge base to advance the educational objectives of the school.

### **Minimum Qualifications**

- Bachelor's degree in English or English education, or related field. Master's degree in education-related field preferred.
- At least four years of experience as a classroom teacher preferred, ideally in an independent school; international school experience a plus.
- Ability to collaborate with faculty, staff, admin, and parents.
- Ability to communicate clearly and effectively, verbally and in writing.
- Strong organizational skills, attention to detail, and follow-through.
- Positive attitude, flexible approach, and a sense of humor.
- Salary range: \$50,000-\$60,000

### **To apply for this position:**

Please send a single PDF file that includes a cover letter, resume, and three references to [employment@harveyschool.org](mailto:employment@harveyschool.org). Please include the position title in the subject line.