Position Profile

POSITION TITLE: **Middle School Teacher**
DATE MODIFIED: January 2026
FLSA CLASSIFICATION: Exempt
REPORTS TO: Director of Middle School

POSITION OBJECTIVE: Provide engaging, content-area instruction to Hancock Middle School students.

Qualifications and Skills:

- Bachelor's degree in education or related field
- Middle school teaching experience strongly preferred

Personal Characteristics:

- Adaptable, persistent, and proactive
- Strong interpersonal and organizational skills
- Solution-oriented; growth mindset
- Excellent written and verbal communication skills

Essential Functions:

- Provide developmentally and academically appropriate experiences encouraging curiosity, exploration, and problem-solving.
- Lead a dynamic classroom environment conducive to learning and relevant to adolescent students' physical, social, and emotional development.
- Model appropriate activities and positive classroom management techniques.
- Follow instructional design and planning policies and practices.
- Collaborate with colleagues to provide comprehensive services to students and families.
- Participate in team, divisional, and school-wide professional activities and gatherings.
- Work closely with colleagues on the school's curricular initiatives.
- Complete recommendations for educational testing and admission to other schools.
- Follow organizational policies and procedures.
- Maintain a substitute folder.
- Attend after-school or weekend events as required.
- Other duties and responsibilities as assigned by the Head of School.

Working Environment:

- Work hours: 7:30 am - 4:00 pm; Weekly after-school meetings.
- Collaborative working environment requiring interaction with students, colleagues, and parents.
- Requires significant emotional intelligence and resilience to navigate student and parent matters.
- Active working environment that requires standing, movement, and occasional lifting, carrying, pushing, and pulling.
- Minimal temperature variations; generally hazard-free environment.

The Hancock Day School is a co-educational, independent day school with Pre-Kindergarten – Grade 8 students. The policy of Hancock Day School is to recruit, hire, train, and promote employees without discrimination based on race, sex, sexual orientation, age, religion, national origin, veteran status, or disability.