

5TH GRADE MATH and PROJECT TEACHER



Job Information

Job Title	5th Grade Math and Project Teacher
Location	Durham, North Carolina
About Duke School	Founded in 1947, Duke School has as its mission to "inspire learners to boldly and creatively shape their future." Duke School offers an exceptional project-based learning environment that seeks to develop high-level analytical and critical thinking skills in all of its students. Duke School is a preschool through 8 th grade day school enrolling approximately 500 students.

REPORTS TO:

Middle School Division Director

FLSA JOB CLASSIFICATION:

Exempt, 10 Month Position

JOB PURPOSE:

Provide instruction in math and project to all students in fifth grade, and to collaborate with grade-level teammates to plan, deliver, and evaluate the project curriculum, and to run an advisory of approximately 12 students and see to their social/emotional well-being.

POSITION DESCRIPTION:

Each MS teacher is responsible for delivering the curriculum in their subject area and collaborating with the grade level team to teach the project curriculum. As a member of a grade-level team, they are expected to work closely with other members of the team to ensure the emotional, physical, and academic well-being and growth of the students in the grade level.

Duke School emphasizes a collaborative working relationship with all members of the school community. Within this framework, teachers, parents, and directors work together to plan, promote, and execute an educational program that meets children's developmental, academic, social, and emotional needs.

Teachers are also assigned or given the opportunity to perform duties that support the health of the middle school, such as car lines, activities, and/or clubs. As a member of the school community, all teachers will support and work well with parents, administrators, and fellow faculty members.

PRIMARY RESPONSIBILITIES:

The teacher's job is broad and varied. It includes, but is not limited to:

- Effectively planning, implementing, assessing, and communicating student learning in collaboration with the grade level team and supporting teachers
- Leading an advisory of twelve students
- Managing the classroom to ensure a physically and emotionally safe climate at all times for self and students
- Designing instruction that applies a pedagogical approach aligned to appropriate child/adolescent developmental stages and in accordance with Duke School's mission, curriculum, and educational philosophy
- Reflecting on lesson design, implementation, and student outcomes, and making adjustments to ensure student success
- Responding to the needs of the whole class and individual students, and collaborating with the counseling and learning support staff to understand and implement teaching practices recommended in student growth plans
- Vertically aligning curriculum with teachers of the same subject area
- Clearly defining and communicating expectations for student success
- Understanding the strengths and growth areas of each student
- Using assessments as a student learning tool by providing clear and timely feedback so students can learn from their mistakes and set goals for independent growth
- Maintaining appropriate records of student progress
- Communicating in a timely manner with students and parents to inform them about successes, progress, and/or concerns
- Reviewing student progress with families at conferences twice each year and in written reports four times each year
- Performing duties that ensure children's safety and create a positive, supportive classroom community

- Creating and maintaining clean, attractive, and stimulating learning spaces
- Setting annual professional goals and making progress towards accomplishing them with the support of the Middle School Division Director and the Director of Curriculum.

ADDITIONAL RESPONSIBILITIES:

- Sharing in the day-to-day life of the school community, which includes attending assemblies and community gatherings, participating in committees (i.e., grade level team, academic committee), and fulfilling assigned duties (such as daily lunch supervision, daily carline, etc.)
- Attending all faculty meetings, professional development sessions, Back to School Night, 8th Grade Graduation, and occasional weekend or evening events as determined by the Middle School Division Director or Head of School
- Supervising students during lunch and recess and at all times while in his/her/their care
- Attending and chaperoning overnight field trips
- Sponsoring extracurricular student activities or clubs.
- Supporting the work of the Admissions Office by hosting and assessing visiting students in the classroom
- Adhering to the policies written in the Employee Handbook
- Displaying professionalism and integrity when interacting with the Duke School community

Teacher Competencies and Skills

- Knowledgeable and understanding about early adolescents
- Intellectually curious, lifelong learner
- Collaborative
- Expert in curriculum
- Culturally competent
- Responsive
- Patient
- Adaptability
- Relationship-building

- Self-reflective
- Innovative
- Effective and timely with communication
- Competent with Google Suite

QUALIFICATIONS:

- Bachelor's Degree is required; Master's degree and certification in subject area preferred (advanced degrees outside the field of education may not be recognized on the pay scale)
- Three years of relevant teaching experience preferred
- Teaching license preferred

WORKING CONDITIONS:

Work at Duke School involves:

- Supervising students indoors and outdoors
- Participating in regular safety drills
- Learning CPR
- Providing basic first aid
- Administering EPI-Pens when needed
- Some weekend, evening, and early morning work may be required occasionally

PHYSICAL REQUIREMENTS:

Teachers of middle-grade children must be able to provide adequate supervision indoors and outdoors, and they must be able to ensure the safety of students during drills and emergencies. The position may require prolonged periods of sitting at a desk, standing to teach, and computer work. Teachers must be able to traverse the teaching spaces and adjust one's tone and height by bending or leaning to teach each child.

KEY INTERFACES:

- Students and their families
- Grade-level teammates
- Middle School Counselor, Learning Specialist, and other outside specialists/providers
- Specials Teachers

- Directors
 - Middle School Division Director
 - Director of Curriculum
 - Director of Technology and Innovation
 - Equity, Justice, and Belonging Director

To Apply

Please e-mail your resume, including a list of references, along with a cover letter to teach@dukeschool.org. Diverse candidates encouraged to apply. Compensation is commensurate with experience and abilities and reflective of local salary levels.