SAINT MARK'S
EPISCOPAL SCHOOL
FORT LAUDERDALE | EST 1959

POSITION: Middle School Social Studies Teacher

REPORTS TO: Head of Middle School

CLASSIFICATION: Exempt

QUALIFICATIONS: Minimum bachelor's degree (in Education preferred), State Certification or Statement of Eligibility preferred.

FUNCTION: Plan, implement, and evaluate classroom instruction consistent with Saint Mark's mission and philosophy.

ESSENTIAL RESPONSIBILITIES:

- Develop weekly lesson plans based on required components as well as individual class needs.
- Nurture professional relationships with students and their parents.
- Demonstrate effective classroom management, utilizing learning centers and student workstations.
- Differentiate and individualize instruction and develop student behavior modification techniques.
- Incorporate project-based learning into the curriculum.
- Maintain effective and timely two-way communication with parents regarding their children's progress, performance, and areas of concern, and schedule parent conferences as required.
- Maintain thorough and accurate grades on an ongoing basis and meet report card deadlines using RenWeb (Student Information System).
- Integrate technology into the classroom as available and needed.
- Create and update grade-and course-specific curriculum map to ensure all required subject matter is covered during the school year.
- Conduct formal and informal group and individual diagnostic assessments in the areas of study and develop reading incentives for each class. Administer periodic subject matter tests.

SECONDARY RESPONSIBILITIES:

- Aid in supervision on student field trips.
- Coordinate Assessments at the beginning of each quarter and at the end of the school year.
- Participate in professional development opportunities to learn and utilize tools and techniques that improve classroom effectiveness.
- Support recruitment and re-enrollment efforts.

This job description in no way implies that these are the only duties to be performed by the employee incumbent in this position. The employee will be required to follow any other job related

instruction and perform any other job-related duties as requested by any person authorized to give such instruction or assignments.