



HOLY SPIRIT

EPISCOPAL SCHOOL

Position Title: Middle School Science Teacher

Date Modified: February 2022

Reports To: Head of Lower and Middle School

Position Purpose: Responsible for student instruction in various middle school grades. Creates lesson plans; instructs students in content area while creating a well-rounded, comprehensive instructional program that reflects best practice through inquiry and research-based instruction.

Work Hours: 7:15 a.m.–3:45 p.m.

Work Calendar: School Year (Blackout dates may apply)

Description:

The Middle School Science Teacher facilitates the scientific growth of students in a student-centered, developmentally appropriate environment. This person follows and fine-tunes an integrated, relevant curriculum; develops and encourages higher-level thinking; and uses research-based best practices and a differentiated, balanced approach to deepen students' understanding of and respect for the natural world. While maintaining positive relationships with students, parents, and colleagues, the Middle School Science Teacher recognizes and coaches the social-emotional needs of each student using the Responsive Classroom approach.

Essential Expectations:

- Shows commitment to the school's mission, purpose, leadership, and values.
- Plans and prepares thoughtfully.
- Is flexible and differentiates to foster engagement and serve all student needs.
- Demonstrates a commitment to inclusion, respect of individuality, and regard for dignity at all times.
- Promotes and contributes to a positive and collaborative atmosphere with colleagues, students, and families.
- Upholds professional standards of personal presentation, punctuality, integrity, courtesy, and discretion with students, colleagues, and parents.
- Demonstrates growth mindset by actively participating in and applying personal and professional growth opportunities.
- Professionally carries out responsibilities as defined in the signed job description.
- Is proficient with technology and demonstrates willingness to further develop technological skills, as applicable to position.

- Contributes to and facilitates a positive work culture.

Primary Tasks:

- Adheres to all Faculty and Staff Essential Expectations; exhibits Characteristics of Professional Excellence; and complies with the requirements outlined in the Physical Requirements and Work Environment section, below.
- Serves as an educator and works directly with the Head of Lower and Middle School to initiate, implement, and oversee the science instruction for students in grades 6–8, while serving as a member of the Middle School team in a variety of capacities.
- Possesses the skills and passion to provide engaging science instruction.
- Provides for students a supportive, orderly, and interactive classroom environment where creative learning takes place.
- Well-versed in and adheres to school policies in all areas of student interaction.
- Supports the *Employee Handbook* and *School Handbook*, and assists with revisions and updates of the Lower School's policies and procedures when necessary.
- Serves as an example to colleagues in manners of classroom management, teaching methods, and school procedures.
- Provides guidance to students; serves as student advocate, helping student families respond to specific academic, emotional, and developmental challenges.
- Communicates with parents, administrators, Head of Student Life and/or Counselor concerning the emotional and physical well-being of students within the classroom.
- Assists administration with division long-range planning, as well as the division's daily schedule and calendar.
- Implements curriculum as per scope and sequence with integrated technology and other enhancements to build engagement and understanding
- Works collaboratively to research curriculum best practice.
- Routinely uses educational strategies and project-based curriculum to bolster a student-centered, inquiry-based instructional design.
- Attends division meetings and all school faculty/staff meetings.
- Contributes to the life of the school outside the classroom, occasionally including after school, in the evenings, and on weekends.
- May provide supervision for an advisory group, study hall, and break periods, and performs other duties as necessary.
- Requests authorization for all expenditures, and provides the Head of Lower and Middle School with a list of specific curriculum purchases necessary for the upcoming school year.
- Consistently provides a safe and positive learning environment that integrates and assimilates Responsive Classroom as an approach for behavior management and social-emotional learning.
- Takes part in the Professional Growth and Evaluation Program and enthusiastically takes part in professional growth opportunities.
- Utilizes curriculum and assessments to promote an appropriate instructional program and growth for every learner, documenting and reporting student progress as appropriate for the grade level taught.
- Develops and records weekly lesson plans in Planbook.
- Uses SeeSaw to capture student photos of classroom activities.
- Integrates technology where appropriate and useful in the curriculum.

- Ensures classroom facilities are ready for the start of school each day.
- Is knowledgeable about RenWeb/FACTS and/or other student management software.
- Completes various tasks related to the employee's ongoing goals and the school's strategic plan.
- Performs other tasks and duties as assigned by the Head of School and/or the supervising director or head, including extracurricular-related activities.
- Employee may be required to work remotely or engage in telework activity as determined at the employer's sole discretion.
- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined by the employer's sole discretion.

Qualifications:

- Bachelor's degree in education or related field; master's degree preferred.
- Certified teacher with coursework and/or experience related to mathematics and science instruction.
- A minimum of three years of teaching experience, preferably in an independent school setting.
- Experience working with secondary students preferred
- Proficient in technology, including knowledge of Google Suite, including Google Classroom, Zoom, curricular related software and hardware, Promethean Boards, RenWeb and/or other student management software.
- Excellent verbal and written communication skills.
- Demonstrated leadership and facilitative skills, including the ability to relate effectively with colleagues, parents, and students.

Physical Requirements and Work Environment:

- Occasionally, lifts up to 30 pounds.
- Climate controlled classroom/school environment with a wide variety of challenges and deadlines.
- Outdoor space in a wide variety of temperatures and weather.
- Is able to work in a fast-paced environment.
- May work at a desk and computer for an extended period of time.
- Is able to stoop, bend, kneel, stand, walk, and reach..

Signature:

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____

Date_____