



ST. ANNE SCHOOL

JOB DESCRIPTION

Middle School English Teacher

RESPONSIBILITIES:

- Acts as a role model of professionalism in a Catholic environment
- Supports the philosophy, policies, and goals of the school, as well as the decisions made by the Administration
- Ensures the health, safety, and welfare of all students
- Holds in strict confidence all matters pertaining to the school
- Adheres to all policies and procedures as outlined in the Parent/Student Handbook and Employee Handbook
- Attends faculty, departmental, grade level, and administrative meetings as needed

DEFINITION:

The Middle School English teacher will be responsible for the instructional English program, general operations, and management of the assigned classes or programming grades 6-8. Responsibilities include, but are not limited to, the following:

DUTIES:

- Plan, implement, and supervise the English educational program for grades 6-8 in accordance with the goals, policies, procedures, philosophy, and curriculum of the school
- Provide instruction guided by Gospel values and in keeping with Roman Catholic tradition
- Deliver prayer instruction that supports St. Anne School's faith formation program
- Establish and work on yearly professional goals
- Prepare teaching outlines for courses of study following state content standards
- Ensure the health and safety of all students in the English classes
- Ensure that the courses of study and classroom programs meet the students' individual needs and are modified for multiple levels of academic ability and previous experience of student
- Ensure a positive environment where each student is encouraged to reach his/her potential and to take a risk
- Conduct ongoing evaluations of student achievement through formal and informal assessments
- Monitor each student's progress and keep the students and parents informed of progress and other communication methods via website on an ongoing basis
- Collaborate with English Department and Administration to determine student placement for Academic and Academic+ English levels
- Determine academic readiness of rising 5th graders for Academic+ English
- Utilize technology for instructing students
- Maintain discipline in the classroom and other areas through positive but clear discipline practices
- Maintain and communicate policies, expectations, and procedures to parents and students verbally through the website www.st-anne.org

- Provide necessary and effective parent communication, including Parent/Student conferences, teacher web pages, and gradebooks
- Contact administrations when social and academic problems arise
- Be responsible for the appearance of their classroom, including a display of students' work, classroom guidelines, bulletin boards, and a neat orderly appearance
- Provide lunch/playground/carpool supervision as assigned
- Be actively involved in the accreditation process of the school
- Attend and participate in all regularly scheduled all faculty, division, department, and grade level team meetings as well as inservices, professional development workshops, and required school functions
- Attend the following activities:
 - All School Masses and assemblies
 - Minimum of two middle school dances acting as a chaperone
 - All other activities as designated by the school or outlined in the Employee Agreement
- Complete record keeping accurately and in a timely manner
- Adhere to a professional dress code as outlined in the employee handbook
- Arrange for a substitute teacher and provide meaningful lesson plans in the event of your absence
- Maintain a professional attitude with students, parents, and other staff members

QUALIFICATIONS:

- Practicing Catholic preferred
- Bachelor's degree in English or in a related field required
- Experience teaching English to students in Grades 6-8 required
- Teaching credential required
- A minimum of two years of teaching experience preferred

PREFERRED SKILLS:

- Use of Mac/PC Platforms
- Use of SMARTboard technology

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard classroom setting.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction

Hearing: Hear in the normal audio range with or without correction

Hours: Ten months, Salary Exempt employee
Required to be on campus 7:30 am–3:30 pm Monday through Friday

Reports to: Assistant Principal of Curriculum and Instruction

This is a full-time exempt position. Full medical benefits and pension plan included. Salary ranges from \$52,000 to \$79,000, commensurate with education and years of experience. Please send a cover letter, resume, and references to our Director of Human Resources, Melissa Vergara at hr@st-anne.org