



Position Title: Seventh Grade English Teacher, Middle School

Reports To: Head of Middle School

Position Purpose: The Seventh Grade English Teacher should be passionate about reading, writing, grammar, and vocabulary development. The teacher should be an expert in the field of English, supports the educational program by challenging, supporting, and engaging students and meeting academic expectations of the school.

Specific duties (not limited to):

- Successfully teach all assigned English classes focusing on grammar, interactive vocabulary and writing instruction
- Serve as an advisor to a group of 7th grade students and supervise daily study halls
- Assist with opening-of-school functions, pre-planning week, Back to School nights, and complete all assigned tasks from Middle School Head
- Actively support school functions, such as athletic events, dramatic and musical productions, and field experiences
- Attend weekly faculty meetings and serve on faculty committees as needed
- Meet responsibilities and deadlines in the classroom and of the school (e.g., fall and spring parent conferences, accurate and timely report writing, weekly grade level team meetings)
- Communicate with parents: return phone calls, emails and notes in a timely manner
- Provide extra help to students before or after school and/or study halls
- Prepare course materials such as syllabi, homework assignments, and handouts
- Maintain student attendance records, grades, and other required records
- Evaluate and grade students' class work, assignments, and papers
- Compile, administer, and grade examinations
- Use online grading and course management software, and update grades regularly and timely
- Plan, evaluate, and revise curricula, course content, and course materials and methods of instruction
- Use effective class management techniques to ensure effective learning
- Collaborate with other faculty and staff, especially the grade-level team
- Maintain regularly scheduled office hours in order to advise and assist students
- Maintain expertise in subject matter through professional development
- Participate in daily or weekly duties such as break, lunch, or carline
- Perform other duties as assigned by the Middle School Head

Qualifications:

- Bachelor's degree in English or English education
- Three to five years of Middle School teaching experience
- A minimum of five years' experience in an independent school environment preferred
- Inspire early teen readers and writers
- Utilize inquiry-based teaching methods
- Understand pre-adolescent behavior and have a good sense of humor
- Have experience with teaching teams, project-based learning, and be a proven teacher/leader who can participate in Professional Learning Communities and support teacher professional development
- Be familiar with Developmental Designs or a similar advisory program
- Possess a willingness to be "all in" working with students, parents, and colleagues
- Excellent verbal and written communications skills
- Be highly organized
- Competent and comfortable with digital technology
- Proficient with using technology in instruction and web-based tools in the classroom
- Supports Shorecrest's mission and core values

Physical Requirements and Work Environment:

- Able to work in a highly involved & very busy environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts
- May work at a desk and computer for extended periods of time
- Be able to occasionally lift up to 20 lbs.
- Be able to encounter children who are ill/ contagious
- Work primarily in a traditional climate-controlled classroom environment
- Work intermittently in outside weather conditions, including extreme heat and cold

Interested candidates should send a resume/application to Ms. Kris Grant, Head of Middle School: kgrant@shorecrest.org.