



## **Middle School Teacher Job Description**

**Work Year:** 182 days

**Hours:** 7:30 – 4:00 (1/2 hour unpaid lunch break)

**Reports To:** Director

**Summary:** The Middle School Teacher is responsible for the education of each student in his/her classes. The teacher will work with students, parents, and other teachers and staff toward achieving the goals of Crown Pointe Academy as stated in the school's Mission Statement.

**Essential Duties and Responsibilities** include but are not limited to the following:

- Serve as facilitator and coordinator of learning.
- Demonstrate effective interpersonal relationships with students, staff, the assigned classroom assistant, parents and administrators. Solve problems through a positive, collaborative approach.
- Display a thorough knowledge of the Core Knowledge Sequence, Colorado State Standards and prescribed curriculum used by Crown Pointe Academy.
- Demonstrate expertise in specialty field.
- Have knowledge of and commitment to Character Education. Model good character at all times.
- Plan instruction consistent with Crown Pointe Academy curriculum for assigned content area. Plan effectively and purposefully for the use of time, materials, and resources.
- Plan for student differences. Adjust instruction to meet student needs.
- Apply principles of teaching/learning to provide for student achievement.
- Conduct an organized and professional classroom, creating a classroom environment that promotes instruction. Maximize learning time for all students.
- Communicate effectively with learners.
- Implement continuous system of progress evaluation. Provide students with specific evaluation feedback. Display a fair and just manner for all students.
- Communicate and implement an effective system of classroom discipline per Academy policy and building regulations.
- Communicate regularly with parents through weekly newsletters. Contact parents when necessary to develop facilitate resolution of problems that may arise either academically or behaviorally.
- Participate in all faculty meetings and in-service trainings.
- Submit required reports.
- Follow all policy and procedures established by the Crown Pointe Academy Board and Administration.
- Provide leadership by serving on a minimum of one school committee per year.
- Fulfill contractual responsibilities.
- Fulfill professional responsibilities.
- Fulfill other duties as assigned.

**Education and Qualifications:**

- Bachelor's degree or higher.
- Must be highly qualified to teach in the content area according to NCLB requirements.

**Experience:** Previous experience in a school setting preferred.

**Skills, Knowledge, & Equipment:** Have knowledge of and implement current learning theory and state-of-the-art pedagogy in teaching. High fluency in written and oral communication. Demonstrated initiative and skill in the following areas: relationship and community building, leadership, conflict resolution, effective communication, creativity, problem solving, decision making and time management. Ability to handle confidential material. High level of organizational and follow-through skills, and flexibility. Knowledge of developmental needs of middle school students. Knowledge of general office equipment, such as computers, preferred.

**Certificates, Licenses, & Registrations:** State certification or willingness to work toward a certificate over time.

**Supervision/Technical Responsibility:** Supervise parent volunteers. Know and implement volunteer expectations as outlined in the Volunteer Handbook.

**Contact:** Daily contact with students, parents, staff.

**Safety to Self and Others:** Low exposure of self to cuts and bruises. Low exposure to disease due to contact with sick or injured students and bodily fluids.

**Dress:** Business casual. The employee is advised not to wear sandals or open toed shoes on outside duty.

**Physical Demands:** While performing the duties of this job, the employee is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is regularly required to stand, walk, and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment:** While performing the duties of this job, the employee is sometimes exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills. Frequently required to analyze, compare, coordinate, copy, instruct, commute, compile, and evaluate. Frequently required to synthesize, evaluate, and negotiate.

**Judgment and Decision Making:** This position requires the ability to make decisions relating to the education of students. Errors in decision making could lead to incorrect grades on papers, improper instructions for students, improper behavior management of students, or improper communicating of information to parents. Decision making requires collaboration with teaching staff and parents. Work is guided by school policies and procedures.

**Diversity of Duties:** Duties require planning for student instruction, management of classroom materials and supplies, and use of office equipment including use of computers. This position requires communications skills, ability to work with groups of students and parents, and ability to work independently.