



Growth. Values. For Life.

**MIDDLE SCHOOL ENGLISH TEACHER**  
**JOB DESCRIPTION**

**Department:** Middle School  
**Supervisor:** Middle School Principal  
**Status:** Full-time

Ursuline Academy is seeking a full-time, Middle School English Teacher for an immediate start. The ideal candidate will: 1) embrace learner-driven approaches/pedagogy, 2) aim to use a cross-curricular, transdisciplinary approach, 3) actively seek collaborative approaches with teachers within and outside the department, 4) be proactive in setting up a student-centered classroom environment that goes beyond the lecture format, and 5) utilize 21st-century pedagogical approaches to instruction for a significant portion of class time.

This position is for 6th, 7th, and 8th grade ELA courses. Each course develops the foundational skills necessary for understanding literature, including active reading, critical comprehension, note-taking, vocabulary, verbal reasoning, and writing. Experience teaching at the middle school level is preferred.

**SPECIFIC DUTIES:**

**Align with Mission, Core Values and Portrait of an Ursuline Educator**

- Actively uphold the school policies and procedures detailed in the Employee Handbook and Faculty Handbook.
- Attend school liturgies, prayer services, and retreats, and other mission-directed events or activities as planned.
- Actively monitor & ensure student adherence to Student Handbook policies and procedures.
- Models desired behaviors for students both in and out of the classroom, including maintaining standards of classroom and school behaviors.
- Enthusiastically engage in professional development activities designed to support professional growth.

**ACADEMIC ENVIRONMENT:**

- Meets and instructs assigned classes in the locations and times designated by the teacher schedule distributed by the Principal.
- Inspire students through enthusiasm for course content and student growth.

- Prepares for assigned classes by creating robust lesson plans that align with the course curriculum designated by the Department Chair and/or School.
- Provide a detailed course syllabus.
- Develops and maintains a safe and inviting classroom environment conducive to learning.
- Align instruction to a standards-based unit plan/scope and sequence.
- Demonstrate proficiency through careful lesson planning and content expertise.
- Use a variety of assessment tools to evaluate student learning, including formative and summative assessments.
- Strike a balance between instructional and assessment time that prioritizes authentic learning.
- Continually assess curriculum and teaching to ensure inclusiveness for ability, race, ethnicity, and socio-economic sensitivity.
- Review assessment data at the departmental level to identify concepts and/or students of concern.
- Demonstrate knowledge of students' strengths, challenges, and learning styles.

### **SCHOOL COMMUNITY:**

- Attend graduation, Back to School Nights, Conferences, Open Houses, school-sponsored extracurricular events, pep rallies, assemblies, community meetings, special events, etc., and chaperone as required.
- Demonstrate support of students through attendance at social and extracurricular events across divisions.
- Serve as a positive ambassador for Ursuline Academy in the community.
- Demonstrate a willingness to serve the school community with time and talents in activities outside of the classroom.
- Assists in upholding and supporting school rules.

### **COMMUNICATION:**

- Maintain an updated course page and accurate, up-to-date student records.
- Post major assignments/assessments on the Test Calendar at least one week before the due date.
- Write specific, individual, and constructive comments on report cards/progress reports.
- Actively communicate with students and families within 24 hours when students' performance is of concern.
  - Student receives a C or less on an assessment/major project.
  - Student performance has shown a significant decrease.
  - Student demonstrates a pattern of missed assignments.
- Complete and log at least one positive phone call or email per week to parents that details specific observation of a student's exhibition of the Portrait of an Ursuline Graduate and/or academic performance.
- Respond to any parent communication within one business day and document phone communication with a follow-up email.
- Post grades to SIS in a timely manner.

**PROFESSIONALISM:**

- Exhibit expertise in the curricular area(s) by remaining up-to-date on research and trends, attending professional development opportunities when needed.
- Model professional qualities of discretion, confidentiality, and respect through interpersonal relationships with colleagues, students, and families.
- Respond to observational feedback and incorporate strategies and skills from professional development into instruction.
- Perform duties as assigned, including carline, cafeteria monitoring, library coverage, etc., as required by Principal.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Promptly attend all meetings and in-service and actively participate as required.

**WORK ETHIC:**

- Maintain confidentiality at all times regarding the Ursuline community.
- Contribute by personal example to an atmosphere of faith commitment consistent with Catholic values and Ursuline's founder, St. Angela Merici.
- Must be highly dependable and have a willingness to perform all other duties as assigned.
- Respect, cooperate and maintain a positive attitude with colleagues (faculty and staff), students, parents, and alumnae.
- Regularly reflects on practice, seeks and responds to feedback, and demonstrates self-awareness and commitment to continuous learning and development.

**REQUIREMENTS:**

- Bachelor's degree in Education or related field
- Completion of student teaching

**PREFERRED:**

- Master's degrees and/or certification
- 3-5 years of teaching experience

**COMPETENCIES NEEDED:**

An understanding of the integration of technology in the classroom is required. The skills required to perform multiple technical tasks with periodical upgrade skills to meet changing job conditions. The ability to make presentations before groups is required, and planning and managing projects. The employee will be required to prioritize, analyze situations to define issues, draw conclusions, and schedule accordingly.

**PHYSICAL DEMANDS:**

The position requires frequent walking, standing, bending, talking, and lifting up to 25 pounds as a regular part of the job. Specific vision ability required, including close, distance, peripheral

vision, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

The noise level in the work environment is moderate. The employee may be exposed to possible extreme weather conditions and infectious diseases. While performing the duties of this job, the employee will occasionally be exposed to weather conditions of extreme cold and or extreme heat.