

Parkway Christian School Job Description

MIDDLE SCHOOL TEACHER

Position Title: Middle School Teacher

Agreement Year: Based on current school calendar

Salary: Current school *salary* pay scale

Days/Hours: Monday - Friday 7:45 a.m. - 3:30 p.m.

Responsibilities: Middle School Teacher's duties include, but are not limited to:

- ASSESSMENT – use appropriate assessment strategies that are aligned with the curriculum and standards to assist in continuous development of the learner. All assignments will be graded and returned to students within 48 hours, exception being one week given to long writing assignments. Grades will be entered into Grade Quick and posted to Edline on a weekly basis.
- COMMUNICATION – exemplify the embodiment of Christian ideals by treating all other staff members, children and parents with respect. Maintain written and oral communication with parents regarding student progress, as well as a minimum of two conferences.
- CONTINUOUS IMPROVEMENT – adhere to the State requirements for recertification, be current and up-to-date, and engage in planned continuous professional quality improvement for self and school.
- DIVERSITY – use appropriate instructional strategies and materials that reflect each student's culture, learning styles, special needs, and socio-economic backgrounds.
- ETHICS AND REGULATIONS – demonstrate Christian values and maintain integrity in the classroom and on-and-off campus.
- HUMAN DEVELOPMENT AND LEARNING – demonstrates an understanding of learning and human development to provide a positive learning environment which supports the intellectual, personal, and social development of all students.
- KNOWLEDGE OF SUBJECT MATTER - demonstrates knowledge and understanding of the subject matter to be taught.
- LEARNING ENVIRONMENTS – establish a classroom management system that maintains appropriate discipline and creates a positive and safe learning environment in which students are actively engaged in learning, social interaction, cooperative learning, and self-motivation.

- PLANNING – plan, align, implement, and evaluate effective instruction and assessment in a variety of learning environments. Turn in required lesson plans, etc. when due to administrator and/or team leader.
- ROLE OF TEACHER – work with peers, parents, administrator, and community members in the continuous improvement of the educational experiences of students.
- TECHNOLOGY – integrate appropriate, currently available technology in the teaching and learning process.
- RECORD KEEPING – keep school records current and prepare and submit such reports as may be required by law, by regulations of the State Board of Education and/or Parkway Christian School Board.
- PROPERTY – be accountable for all school property, i.e., keys, records, reports, personal computer, etc.
- SAFETY – adhere to OSHA guidelines, Staff Handbook and administrative directives.

Additional Responsibilities as assigned by the Head of Schools

Qualifications: To perform this job successfully, the following requirements are representative of the knowledge, skills and ability required:

- Excellent time management skills with the ability to multitask and prioritize workload
- Strong organizational and planning skills
- Excellent written and verbal communication skills
- Ability to communicate with respect and kindness to parents and students
- Proficiency in Google drive, docs, sheets and calendar
- Completed 4-year college degree; current appropriate teacher certifications
- State and FBI clearance check
- Experience as a classroom teacher helpful

Reporting to: Nikki Koski, Head of Schools

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.