



## **PINE CREST PREPARATORY SCHOOL INC.**

JOB TITLE	<i>Middle School Teacher - French Teacher and Elective Teacher</i>
DEPARTMENT	<i>Middle School</i>
REPORTS TO	<i>Division Head</i>
STATUS	<i>Full Time; 10 month</i>
WORK SCHEDULE	<i>M-F (7:45am-4:15pm)</i>
LOCATION	<i>Boca Raton Campus</i>

### **JOB DESCRIPTION**

#### **Purpose/Function:**

The French and Wheel Teacher will teach 5 classes encompassing a combination of French classes (French A, B, and 1) and an additional course (to be determined based on candidate qualifications). The purpose of the position is to provide language instruction in the target language using immersive practices that promote reading, writing, speaking, and listening. The teacher will work with students, families, and other World Language faculty to develop appropriate programs within the Division. Essential to the function of this role is understanding the mission of the school to prepare students for global challenges and to build collaborative, inclusive, and open-minded learning communities that respect, appreciate, and encourage those with diverse cultures, backgrounds, talents, experiences, and opinions.

#### **Representative Duties:**

- Prepare lessons and materials, aligned Pine Crest curriculum, integrating ACTFL standards, and focusing on 21<sup>st</sup> century thinking skills.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Select, store, order and issue classroom equipment, materials, and supplies.
- Prepare, administer, and grade tests and assignments in order to evaluate students' progress.
- Maintain accurate and complete student records as required – report progress through grades and comments as assigned.
- Become proficient in computer programs such as eLearning (Schoology) and My Pine Crest powered by Blackbaud..
- Attend grade level, Middle School, campus, and all school faculty meetings.
- Collaborate with other teachers and administrators in the development, evaluation, and revision of Middle School programs and curriculum.
- Establish and enforce rules for behavior in the classroom.
- Enforce all school policies and rules throughout.
- Confer with parents or guardians, other teachers, the Counselor, Learning Network, and administrators in order to resolve students' behavioral and academic problems.
- Communicate with parents via email, conferences, and phone calls.
- Adhere to school policies for faculty, including daily arrival and departure times: 7:45am – 4:15pm.
- Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.



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- Perform duties such as assisting in drop-off and pick-up, as well as hall duty.
- Serve on educational or curricular committees, such as FCIS, as needed.
- Help plan and supervise field trips (including overnight trips), and other experiential activities, and guide students in learning from such activities.
- Sponsor extracurricular activities such as clubs, student organizations, and academic contests.
- Work with Learning Network and Guidance Counselor to support students in official need of accommodations .
- Attend occasional functions out of the normal workday, such as Back to School Night, conference afternoons/evenings, athletic competitions and Fine Arts Performances.

### **Essential Personal Characteristics:**

- Ability to work independently; self-motivated
- Demonstrates analytical skills and logical thought process with the ability to identify and resolve issues/problems when appropriate
- Demonstrates the ability to work in a fast-paced, team-oriented environment with high level of professionalism
- Demonstrates well-developed administrative skills, as applicable to position
- Displays the ability to compose accurately effective correspondence with proficiency in grammar and punctuation, as applicable to position
- Demonstrates the ability to work effectively with others
- Regularly uses spreadsheet, database and Google Suites, and periodically learns new programs, as applicable to position
- Possesses excellent communication and interpersonal skills to be able to communicate effectively
- Possesses strong organization skills, with extreme attention to detail
- Possesses strong problem resolution skills; demonstrates good reasoning abilities
- Willing to accept additional responsibility or offer assistance to complete assignments
- Possesses a demonstrated and proficient understanding of principles in one or more specialized functions specific to this field
- Strives continually to make the best use of time during the workday through careful coordination of daily tasks; demonstrates the flexibility in prioritizing, and strong time management skills
- Ability to identify and escalate sensitive issues to the supervisor; demonstrates knowledge of when to seek guidance