



JOB TITLE: Middle School Teacher

REPORTS TO: Head of School

Revised: August 11, 2021

The mission of Carden Arbor View School is to provide the highest quality education of the whole child using the Carden curriculum and philosophy - to educate with joy, growth, enthusiasm, dignity, and respect. We are a kind and joyful learning community where everyone is celebrated for who they are. We ignite students' strengths and passions in a safe and supportive learning environment rooted in the Carden method. We widen our students' perspectives, giving them the tools to know themselves and find success in the future of their choosing. All Carden Arbor View School staff must strive to create a professional yet welcoming environment, maintain the school image with both the internal and external population, demonstrate support for the school's philosophy, mission, vision, the Carden curriculum, and the Carden method.

GENERAL SUMMARY:

The middle school teacher will provide academic instruction and social-emotional support to students in grades 6-8, including the planning and implementation of high-quality, engaging lessons differentiated as needed to meet the needs of all students. As a school with a growing middle school population, we welcome resumes for those interested in teaching English, French, Mathematics, Science, Social Studies, and/or Spanish. As vacancies arise, we begin our search process by considering those whose resumes are already on file. Depending on need, we may have part-time or full-time vacancies. In your cover letter, please indicate which subject(s) you would be interested in teaching and whether you are interested in full-time or part-time work.

Full time teachers typically work 7:30 a.m. - 3:30 p.m. on school days, with occasional evening and weekend hours. Teachers are required to attend Monday faculty meetings from 3:30 p.m. - 4:30 p.m. Part-time teachers' hours are determined based on the teacher's availability and the school's need.

DUTIES AND RESPONSIBILITIES:

1. Develop and implement curriculum in one or more of the disciplines listed above
2. Regularly assess the students and the curriculum, adapting content and instruction as appropriate, communicating assessment results to parents
3. Create and maintain an orderly and aesthetic learning environment that accounts for students' academic, social-emotional, and behavioral needs

4. Maintain accurate records using the school's learning management system as well as portfolios of student work to illustrate and record progress and achievement
5. Empower students to take charge of their learning by providing all necessary scaffolding, modeling, materials, and resources, and consistently maintaining a high level of expectation for student success
6. Collaborate with colleagues in planning and implementing an integrated curriculum across disciplines, including interdisciplinary lessons and field trips
7. Communicate with parents and guardians to provide feedback on students' academic and social-emotional progress through parent-teacher conferences, written reports, phone calls, and emails
8. Map/document curriculum
9. Partner with other teachers within the same discipline to ensure a vertically aligned program for grades K-8
10. Develop and teach electives and/or center classes, as assigned
11. Serve as an advisor to approximately 10 middle school students
12. Attend all faculty and staff meetings and required special events, such as Back to School Night
13. Chaperone a week-long overnight field trip (full-time employees only) as well as occasional daytime field trips and school dances
14. Engage in professional development
15. Participate in school in-service activities and work on assigned school committees
16. Support the mission and vision of the school and present the school and oneself in a positive manner
17. Perform other duties as assigned

COMPETENCIES:

1. Love for working with middle school children
 2. Desire and ability to work and connect with students in grades 6-8
 3. Lesson planning and the ability to provide engaging and differentiated instruction
 4. A deep pedagogical knowledge of best strategies for teaching
 5. A solid understanding of middle school-aged children's academic, social, and emotional development
 6. Ability to connect with parents, faculty, staff, and administration
 7. Familiarity with or a willingness to learn about the Carden approach to teaching
 8. Effective oral and written communication
 9. Ability to integrate technology into the classroom in meaningful ways
 10. Excellent organizational and interpersonal skills
 11. Attention to detail
 12. Maintaining confidentiality and privacy
 13. Ethical conduct
 14. Time management and the ability to multitask
 15. Teamwork, collaboration, and leadership
 16. Patience and flexibility
 17. Ability to use Google Suite, in particular Google Drive, Docs, and Sheets
 18. Ability to use Zoom and to teach students remotely if needed
- (Note: While we plan to be in-person for the year, there is the possibility that we will need to pivot to remote learning with minimal advance notice.)*

REQUIRED EDUCATION AND EXPERIENCE:

1. Bachelor's degree in Education, English, French, Mathematics, Science, Social Studies, Spanish, or related field
2. Experience teaching middle school students
3. Familiar with Microsoft Office, Google Suite, Internet, e-mail, and Zoom

PREFERRED EDUCATION AND EXPERIENCE:

1. Master's degree in Education, English, French, Mathematics, Science, Social Studies, Spanish, or related field
2. At least three years of experience teaching middle school students, preferably in an independent school setting
3. Elementary and/or English teaching credential

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk, listen, handle, feel, and reach with hands and arms. This position is active and involves standing and walking. The employee may occasionally need to lift and/or move items under 20 pounds.

1. Ability to lift and/or move up to 20 pounds.
2. Ability to communicate orally and in writing.
3. Ability to listen and hear.
4. Ability to walk and/or stand for extended periods of time, some of which will be required to be outside.
5. Ability to bend, sit and stoop, kneel, or crouch.
6. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Carden Arbor View School is an equal opportunity employer that complies with federal, state, and local laws governing nondiscrimination in the workplace. All employment decisions are based on business needs, job requirements, and individual qualifications. Qualified applicants are considered for employment without regard to age, race, color, ancestry, disability, national origin, gender identity, sexual orientation, marital status, religion, and genetic information.