Division/Department: Faculty / Middle School  
Location: 6600 Howard Foss Drive

Job Title: Middle School Social Studies  
English Language Arts  
Job Code: 

Reports To: Head of Middle School  
FLSA Status: Exempt

Purpose: A Hancock Day School Humanities Teacher is a passionate educator with comprehensive knowledge of English Language Arts and Social Studies, specifically Ancient Civilizations, who employs a variety of teaching tools and methodologies. As an effective member of the Middle School faculty, this individual is flexible and able to work independently as well as collaboratively with colleagues. He/she is committed to developing and modifying the curriculum to meet best practices and effectively reach the unique needs of every child. The successful candidate is also a lifelong learner who welcomes opportunities for professional development.

Qualifications & Skills:

- A Bachelor’s Degree in English, History, or Education; Master’s Degree preferred
- Three years of experience teaching high school or middle school English Language Arts and/or History
- A love and enthusiasm for teaching adolescent children
- Strong interpersonal and organizational skills
- Ability to communicate clearly and effectively with various constituencies of the school
- Patience, creativity, adaptability, and optimism
- Proficiency with Google Docs and Google Classroom preferred

Essential Functions:

- Plan, conduct, and assess activities for a balanced program of instruction that challenges students while providing them with opportunities to observe, question, and investigate.
- Plan, create, and implement a dynamic classroom environment conducive to learning and relevant to the physical, social, and emotional development of adolescent students.
- Model appropriate activities and positive behavior management techniques through daily contact with students.
• Collaborate with other staff to provide comprehensive services to students and families being served.
• Provide timely and meaningful constructive feedback to students including posting grades weekly in RenWeb.
• Communicate effectively with students, parents, and colleagues. This includes composing report card comments, emails, and weekly posts on the Middle School Blog. Additionally, faculty members are responsible for maintaining an effective Google Classroom. Teachers are also responsible for accurately reporting student progress through formal and informal parent conferences.
• Work closely with colleagues on school’s curricular initiatives. This includes continuously reviewing and revising our goals and benchmarks to ensure that students are prepared for success at the next level.
• Participate and engage in professional activities and gatherings at team, departmental, divisional, and school-wide levels.
• Attend regularly scheduled grade level meetings and cross-grade level meetings.

Other Duties and Responsibilities:
• Actively support Hancock students in their academic pursuits and extracurricular activities.
• Work with Middle School Team to plan and execute a week-long trip to Washington DC for eighth grade students.
• Serve as an integral part of the Middle School Team including leading an advisory group and sponsoring a co-curricular club.
• Keep a current substitute folder at all times.
• Keep permanent student files current.
• Recommend proper class placement for each child.
• Prepare classroom and attend all meetings during August inservice and June post service weeks.
• Complete all end of year responsibilities and submit checklist before leaving for summer vacation.
• Perform other duties and responsibilities as assigned by the Middle School Head, Assistant Head of School, and/or Head of School.

Perform other duties and responsibilities as assigned.

Abuse Risk Management Standards:
• Adheres to policies related to boundaries with students.
• Attends required abuse risk management training.
• Adheres to procedures related to managing high-risk activities and supervising students.
• Reports suspicious and inappropriate behaviors.
• Follows mandated abuse reporting requirements.

Working Environment:
• Occasional lifting, carrying, pushing, and/or pulling.
• Generally 40% sitting, 40% walking and 20% standing.
- Minimal temperature variations
- Generally hazard free environment.

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I have read this job description and understand the duties and responsibilities of the position. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

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