



# Saint Ann School

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## **Middle School Teacher**

This teacher will be responsible for the eighth grade homeroom, and will have teaching responsibilities primarily in Religion and Social Studies Classes across the middle school, grades 6-8.

Additionally, the middle school teacher will have daily duties including recess and dismissal supervision.

Below is a general description of the duties and responsibilities of a classroom teacher at Saint Ann School.

## **Classroom Teacher Job Description**

**Employment Status:** Full-time, 10-month, Exempt

### **Purpose**

To plan, organize, implement, and review an appropriate instructional program in an environment which promotes the Catholic tradition of faith, academic excellence and service. The classroom teacher will guide students to lead as disciples of Jesus Christ. Work is performed under the supervision of the Principal.

### **Qualifications**

- Bachelor's Degree in education or a related field from an accredited institution
- Delaware licensure and certification, or eligibility, in teaching in an appropriate subject area/ grade level
- Prior experience teaching at the elementary/ middle school level preferred

### **Essential Functions**

- Prepare and maintain a safe, clean, inviting, and dynamic classroom environment which reflects the Catholic environment of Saint Ann School
- Demonstrate an understanding of and ongoing growth in curriculum, subject content, instructional strategies, and the developmental needs of students
- Motivate, engage, and challenge every student through the implementation of well-planned instruction that fosters critical thinking, creativity, and age-appropriate active learning
- Establish and communicate clear objectives for all learning activities
- Differentiate instruction to address varied student needs and learning styles



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- Exhibit proficiency with and regularly utilize relevant technology to support student learning
- Instruct and monitor students in the use of learning materials and equipment
- Assign and evaluate classwork, homework, and assessments
- Review student data to inform and adjust instruction
- Provide regular and timely feedback on student performance and development to the students themselves, their parents/ guardians, and colleagues who are responsible for addressing student needs and progress
- Maintain complete and accurate records of lesson plans and student progress as required by school and diocesan standards
- Manage student behavior in the classroom by establishing and enforcing rules and procedures in alignment with SAS Student Handbook and disciplinary policies
- Participate in department, school, diocesan, and parent meetings

## **Other Duties**

- Demonstrate professional responsibility at all times, especially in relation to standards of integrity and confidentiality
- Display an awareness of the diversity of students, families, and the community
- Participate in school and/or diocesan activities, projects, or committees
- Accept additional duties, including the teaching of electives or supervision of student activities, willingly, as needed

Critical features of this job are described under the headings above. The principal reserves the right to adjust the duties and responsibilities as needed.

Interested teachers may submit a resume and cover letter to Principal Rachael Casey at [rcasey@thesaintannschool.org](mailto:rcasey@thesaintannschool.org).