

**Orchard House Middle School
English and Homeroom Teacher
(Revised 4-25-2024)**

General Information:

- Teaching a well-rounded, writing intensive, middle school English curriculum; interdisciplinary approach to learning
- English 6, 7, 8, and English 8 Honors (4 sections, 13 total preps a week)
- A ten-month, full-time salaried teacher
- Additional key duties: Homeroom (Advisory), CORE and EXPLORE class (one section each per week), and other duties as needed

Reports to: Head of School **FLSA Status:** Exempt

Responsibilities (English): Develop and execute a comprehensive English program that incorporates Reading and Writing Workshop, Book Talks, class discussions, one-on-one meetings with students, creative and analytical writing assignments, individual and group hands-on projects, oral presentations, note-taking, critical thinking, peer editing, researching, applied technologies, skits, art, debates, field trips, spelling, grammar, and vocabulary.

Create effective lessons that nurture a love of reading and an appreciation for all genres; help students become active and discerning readers; develop depth of reading comprehension; improve students' understanding and appreciation of vocabulary, literary devices, and grammar as effective writing tools; stress practice with skillful language usage in a variety of written and spoken venues; help students find and strengthen their authentic voice; cultivate students' multiple intelligences and learning styles; make interdisciplinary connections; and challenge students to interpret and make the transition from the descriptive to the analytical.

Writing, spelling, grammar, and vocabulary are essential parts of the English curriculum. Consistently holding students accountable in these areas is important.

Job Description (English): The English teacher is responsible for the following essential duties:

- (1) Teaching a comprehensive middle school English curriculum;
- (2) Using teaching techniques that support the mission and philosophy of the school which include discovery and constructivist approaches to learning;
- (3) Establishing a learning environment that inspires learning;
- (4) Attending faculty and departmental meetings;
- (5) Communicating with parents through conferences and other means;
- (6) Completing student reports in a timely manner;

- (7) Following personnel policies as described in the Employee Handbook and supporting student behaviors as described in the Family Handbook;
- (8) Participating fully in the life of the school in terms of academics (providing high quality instruction to students); professionalism (continually focusing on professional growth and renewal); culture (engaging in collegial activities and supporting all members of the school community).

Homeroom: Homeroom teachers serve as the main artery of the school. Homeroom teachers oversee and cultivate the optimal development of each girl in their care. Homeroom teachers serve as each girl's main advocate and as the chief communication link among all constituencies of the school. Homeroom teachers are charged with promoting the school's yearly agenda, cultivating positive and substantive interactions of their group, and with overseeing, advocating, and communicating each girl's safety, education, and optimal development.

The CORE teacher is responsible for the following essential duties:

- (1) Teach CORE one section per week
- (2) Develop, refine, and share an annual, grade-level CORE curriculum
- (3) Share a yearly calendar of grade-level CORE activities
- (4) Work with CORE Co-Coordinators and other CORE teachers to ensure the overall CORE program is mission aligned, philosophically cohesive, and well-articulated.

Essential Skills (English):

- (1) Bachelor's Degree (required) with English as a major; Master's Degree (preferred); Endorsement in English is optional;
- (2) A minimum of two years experience teaching in a school environment (preferred);
- (3) Knowledge of middle school girls' education; passion for teaching and for working with middle school students;
- (4) Strong communication and organizational skills; ability to apply technology effectively;
- (5) Strong instructional planning and preparation skills; ability to evaluate all students' progress consistently and effectively;
- (6) Ability to teach in a manner that supports different learning styles;
- (7) Ability to hold students to high but not necessarily uniform standards;
- (8) Willingness and ability to assess student work in multiple ways and in a timely manner;
- (9) Flexibility; commitment to refining familiar teaching strategies and to exploring and developing new teaching strategies, including online/distance education teaching;
- (10) Strong orientation towards personal/professional growth and success;
- (11) Strong orientation towards teamwork, institutional success, and community success.