

St. Luke's Episcopal School
FACULTY JOB DESCRIPTION

7th/8th grade Science

as of March 11, 2008

Reports To:

Associate Head of School (5-8)

Overall Responsibility:

1. Teach 7th grade Science
2. Teach 8th grade Integrated Physics and Chemistry
3. Integrate Science Fair projects into existing curriculum
4. Be a full participant in the life of the School

Key Areas of Responsibility:

Curriculum

1. Implement adopted curriculum:
 - a. Core Knowledge (specific content and sequencing)
 - b. Curriculum Map (process and skills)
 - c. Use of adopted texts and programs to include:
 - i. Weekly labs
 - ii. Integration of graphing calculators
 - iii. Study skills/organization
 - iv. Field trips
 - v. Outdoor School
 - d. Full Implementation as dictated by the programs (pacing, depth, breadth)
 - e. Differentiated instruction to meet the needs of various learning styles and needs
 - i. Remediation
 - ii. Acceleration and Enrichment
2. Plan and implement Advisory Curriculum
3. Lesson Plans
 - a. Quality of plan clearly delineating the lesson cycle
 - b. Submitted in a timely fashion to the Associate Head of School (5-8)
4. Assessment
 - a. Testing of subject matter
 - b. Standardized Testing Preparation
5. Tutoring as needed by individual students (before and/or after school)
6. Available to offer one elective one semester

Administrative

1. Maintain teacher page (min. weekly)
2. Maintain Gradespeed (min. weekly)
3. Progress Reports
4. Report Cards
5. High School Recommendation Forms

Daily

1. Follow Handbook Policy
2. Class Management
 - a. Procedures
 - b. Discipline
3. Carpool Duty (as scheduled)
4. Lunch Supervision
5. Snack Supervision
6. Detention Duty (weekly)
7. Uniform Policy Implementation
8. Support and participate in all Outreach activities of the School

Relational

1. Establish and maintain excellent rapport with:
 - a. Parents
 - i. Communication with Parents about curriculum
 - ii. Conferences
 - iii. Newsletters
 - iv. Return emails and phone calls within 24 hours
 - v. Beginning of year make Grace calls to each homeroom parent
 - b. Administration
 - i. Weekly conferences (grade level)
 - ii.
 - c. Students
 - i. Be an Advocate
 - ii. Team Sports Attendance
 - d. Fellow Faculty
 - i. Cooperative planning
 - ii. Work with vertical teams and horizontal teams
 - iii. Support colleagues
 - e. Church Staff and Parishioners
 - i. Shared space challenges
2. Team player

Extra-Curricular

1. PSIA (School, District, State)
 - a. Coach
 - b. Judge
2. Club Sponsorship(s)
3. Chaperone DC trip (if needed)
4. Field Day Team Leader
5. Trade Fair Advisor

Professional Development

1. Training
 - a. Pre-Service during the summer
 - b. In-Service during the school year
 - c. Continuing Education
 - i. All Faculty/Horizontal/Vertical Book Studies
 - ii. Benchmarking/Best Practices
 - iii. Other School Visitations
 - iv. Workshops pertaining to adopted curriculum
 - v. Other
2. Evaluation in conjunction with Administration
 - a. Appraisal/Observation
 - b. Growth Plan

Attendance Expected at:

1. Daily Chapel
2. Faculty Meetings (Division, Vertical, Horizontal)
3. School Events
 - a. Tiger Tracks
 - b. Parent Information Night
 - c. Parent/Teacher Conference Days
 - d. Crossing Over to Middle School Program
 - e. Chaperone 7th/8th grade dances (once a semester)
 - f. Guest Speakers
 - g. Team Sports Events (once a season for each sport)
4. Training Events
 - a. ISA Conference
 - b. Safeguarding God's Children Training (every five years)
5. Special Events
 - a. Episcopal School Sunday
 - b. Grandparents/Special Friends Day
 - c. Middle School Lecture Series
 - d. National Junior Honor Society Induction Ceremony
 - e. Latin Honor Society Induction Ceremony

Marketing & Admissions

1. Prospective Student Visits and Evaluation
2. Open Houses
3. Be an Advocate in the Community

Graduation

1. Nominate students for Awards
2. Participate in Graduation Ceremony and Luncheon planning
3. Attend Ceremony and Luncheon

Primarily Consults with:

1. Head of School
2. Associate Head of School (5-8)
3. All Middle School Faculty
4. Receptionist/Registrar

Qualifications/Characteristics of Ideal Candidate

Education

1. Bachelor's degree minimum; Master's preferred
2. State Certification (preferably in Science or closely related field)

Experience

1. Three (3) years or more experience teaching science in middle school
2. Experience with Student Life/Extra-Curricular Activities
3. Computer literacy
 - a. Microsoft Office
 - b. Email
 - c. Smart Boards

Commitment to:

1. Mission of the School
2. Portrait of Graduate
3. Characteristics of Professional Excellence
4. "Turning Points" model of middle school education

Personal

1. Passion for teaching
2. Compassion and understanding of adolescent challenges
3. Articulate speaker and writer
4. Creative in curriculum delivery
5. Highly energetic
6. Enthusiastic
7. Loyal
8. Dependable
9. Proactive, takes initiative
10. Interested in further education