Job Description: Sixth Grade English Teacher

Job Status: Full-time
Reports to: Division Head
Schedule: School year
Summer duties: Professional Development & Preparation for Upcoming Year

Position Summary
The Sixth Grade English Teacher is a valuable part of the St. Paul’s teaching team. This teacher is responsible for all aspects of the sixth-grade reading and language arts program. He or she works closely with the fifth-grade teachers, the seventh and eighth-grade English teacher, and the Division Head to ensure a quality English program. This teacher also works closely with the Division Head, Head of School, and his/her middle school colleagues to provide an exceptional middle school experience for our students. He or she is responsible for chaperoning our annual sixth grade anchor trip and annual trip to St. Louis, as well as serving as a House Advisor for our Middle School House System. This teacher also teaches 7th and 8th grade speech and study hall.

Major tasks & duties
- Plan and deliver instructionally sound and engaging lessons to help students grow as readers and writers.
- Provide quality grammar and vocabulary instruction and assist students with applying this knowledge in their daily life.
- Be available to meet with students needing additional support before or after school.
- Help plan and chaperone our annual sixth grade anchor trip to Heifer International Ranch in Perryville, Arkansas.
- Help plan and chaperone our annual sixth grade trip to St. Louis.
- Teach chapel lessons and integrate the life skills into the curriculum. Be an active participant and role model during all chapels.
- Clearly and timely communicate with colleagues and parents both in writing and face to face as needed.
- Conduct parent/teacher conferences and be available to meet with parents as needed.
- Post students’ assignments on our learning management system each day, and keep students’ grades updated regularly within the LMS.
- Complete grade cards and comments.
- Order and maintain appropriate supplies and materials and work within provided budget.
- Work collaboratively to achieve the mission of the school.
- Set an example of intellectual curiosity, critical thinking, life-skills, self-motivation and self-discipline.
- Model competence, personal responsibility and respect for others in every aspect of the job.
- Meet regular and predictable attendance requirements, including attending division and all school meetings, divisional and All School chapels, professional work days, and admissions related events.
- Act as an ambassador for the school by attending school-wide events and supporting the school community outside of the classroom whether it’s at special events, athletic games, or in other venues.

Minimum qualifications
- Bachelor’s degree in related field.

Physical demands
Incumbents must be able to successfully perform the essential functions of the job, with or without reasonable accommodation.

This job description is intended to convey information essential to understanding the scope of the job and general nature and level of work. It is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position, nor is it considered a contract between the employee and St. Paul’s Day School. St. Paul’s has the right to change employees’ job duties at its discretion.