NOTRE DAME DE SION SCHOOL
POSITION PROFILE

POSITION TITLE: Middle School Math Instructor (Grades 5-8)

FLSA CLASSIFICATION: Exempt

REPORTS TO: Principal

QUALIFYING CHARACTERISTICS
- Knowledge and understanding of and commitment to the Sion mission.
- Bachelor’s or Master’s degree in Education or related subject matter.
- State certification preferred.
- Excellent verbal and written communications skills.
- Demonstrated leadership and facilitative skills.
- Strong public speaking skills.
- Track record and ability to interact professionally with students, parents, faculty, staff, and manager.
- Flexibility in working with a variety of faculty across the divisions on faculty committees.
- Ability to actively collaborate with Learning Specialist Department for all services provided by the school, as outlined by student accommodation plans.
- Ability to set goals, track, monitor progress, and adjust as needed.
- Openness to professional feedback and ability to incorporate professional feedback into ongoing practice.
- Strong ability to work collegially with the Division faculty and support team.
- Deep understanding of middle school aged child development, including social emotional needs.
- Must demonstrate competency with school related technology.

ESSENTIAL JOB DUTIES
- Lead instruction for four grades (total five sections) daily math instruction for middle school.
- Actively participate and lead in the “life of the school” through service projects (both on-campus and in the community), Mass/prayer service, assemblies, community garden, admissions events, Sion Alliance events, mission related retreats and advancement events.
- Work to integrate the mission of Sion into coursework and classroom culture, including outreach opportunities to our international peer schools.
- Create annual long-term plans, broken down by units with pacing plans for content to be covered, for each grade level taught.
- Create and refine lesson plans on an ongoing basis that will be available upon request for either principal, level leader, or other members of your department faculty. Plans must have evidence of differentiation and modifications.
- Differentiate instruction for students of varied academic levels within a class.
• Ability to write, execute, and monitor Personalized Learning Plans for all students as directed by Principal. These plans are to be shared with the Learning Specialist Department for ongoing collaboration.
• Actively assess, track, and monitor student performance through a variety of formative and summative assessments. Ability to use such data to actively inform instruction.
• Collaborate with math department to horizontally and vertically align Sion’s curriculum.
• Collaborate with the Middle School team to plan interdisciplinary projects and experiential learning. Plans for such projects should be made available upon request of your principal or level leader.
• Employ effective classroom management techniques that are fair, just, age-appropriate and preserve the ego of the student.
• Demonstrate effective use of the following:
  o inquiry-based learning
  o problem-based learning
  o student centered classroom environment
  o authentic assessment
• Responsible for regular parent communication through email, appropriate digital classroom management systems, parent/teacher conferences up to three times a year, and other meetings as requested by families.
• Seek and take part in professional development to enhance classroom practice and mission. Attendance at school professional development is mandatory.
• Actively participate in weekly faculty development meetings and before school, after school, recess, and lunch duties. Attendance at faculty meetings is mandatory, unless written approval by principal in advance.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT
• Works in classroom environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.
• Occasionally bend, stoop, and squat.
• May work at a desk and computer for extended periods of time.
• Be able to occasionally lift up to 30 lbs.
• Work primarily in a traditional climate controlled environment.
• Work intermittently in outside weather conditions, including extreme heat and cold.

Commitment to Non-Discrimination & Diversity

Notre Dame de Sion is an equal opportunity employer and is committed to increasing the diversity of the campus community. Candidates who have experience working with a wide range of faculty, staff, and students, and who can contribute to the climate of inclusivity are encouraged to identify their experience in these areas.

The above description covers the most significant duties performed, but does not exclude assignments not mentioned.