



Holy Spirit

EPISCOPAL SCHOOL

2016-2017

Middle School Science Teacher

Holy Spirit Episcopal School, Houston, is seeking a Middle School Science Teacher that will report to the head of middle school. A full job description can be found below. Please send all inquiries along with resume and cover letter via email to Nikki Elmiger Bermudes at nhelmiger@hses.org.

Qualifications:

Purpose: To teach appropriate material and Christian values to students in accordance with policies and procedures established by the Board of Trustees of Holy Spirit Episcopal School and Head of School.

Accountability: Reports to the Head of Middle School

Status: Non-Exempt.

Primary Responsibilities:

- Prepare weekly lesson plans, available for review by division head
- Maintain classroom management in line with Responsive Classroom expectations conducive to a Social & Emotional learning environment
- Actively ensure academic growth in every student by utilizing a variety of instructional techniques
- Inform Division Head and parents of students academic or behavioral difficulties, work together as a team to plan and implement success strategies
- Complete progress and grade reports for each student in a timely manner using school guidelines
- Keep accurate and detailed records of each students progress to substantiate reports
- Arrange and direct field trips as appropriate
- Participate in collaborative evaluation processes with division head
- Collaborate with Learning Specialists and faculty to develop and coordinate specific plans for implementing school curriculum and policy
- Increase professional knowledge by participating in professional development opportunities
- Attend weekly teacher or department meetings
- Attend school events outside regular school hours including, but not limited to: ice breakers, curriculum night, new family events, fine & performing arts performances, student socials, open houses, & professional development sessions
- Provide supervision for an advisory group, break periods, or other duties as necessary
- Request authorization for all expenditures and provide division head with list of specific curriculum purchases necessary for upcoming school year
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- Hold a professional appearance and manner
- Maintain an appropriate classroom environment
- Implement current curriculum using Stemscores

Job Requirements:

- A minimum of a Bachelors degree
- A degree in the specific content area and/or a teaching credential preferred
- Experience working with secondary students preferred

Critical Performance Competencies:

- Be a positive support of the schools policies and practices

- Work collaboratively in a professional organization
- Be truthful, positive, and purposeful when communicating with others
- Be able to use strong written and oral communication skills to transfer thoughts and express ideas
- Be flexible and adaptable in dealing with new, different or changing requirements
- Maintain confidentiality and security of information.
- Hold self and others accountable to accomplish results
- Effective in handling multiple concurrent tasks
- Be familiar with Microsoft Word and Outlook, ability to learn and work with the schools integrated data-based software package as needed
- Adhere to Biblical standards in all areas of conduct

Physical Requirements:

- Requires standing for long periods of time.
- Able to make visual and auditory evaluation of student work and performance