

Middle School English Language Arts Job Description Gesu Catholic School

Job Summary

The incumbent will be responsible for the seventh-grade homeroom as well as teaching English language arts for middle-school students (6th–8th grade). The English language arts teacher should be well-grounded in classroom management and in elementary school procedures and practices. In addition to teaching creative subjects like poetry and fiction writing, the teacher should be prepared to teach grammar rules, spelling and diction, word pronunciation, sentence structure, punctuation, reading and essay writing. Gesu is a Catholic school and believes in instilling principles of Christianity in its students; thus, the teacher is expected to understand and to teach principles of religion and morality. The incumbent is expected to communicate with all stakeholders (students, parents, staff, etc.) consistently and effectively in order to build a solid learning environment. This includes providing academic feedback in the form of progress reports, report cards, phone calls and conferences for all students. The teacher is expected to play a key role in preparing students for high school and beyond. The teacher will report to work on school days at 7:20 am, and will, as necessary, be expected to attend to various after-school responsibilities including meetings, tutoring, extracurriculars, etc. The incumbent will work based on an August 15th to June 15th contract.

Responsibilities

- Prepare coursework and assignments for classes
- Grade tests, essays and reports, and other writing assignments
- Consistently create a high level of active student engagement and student-led learning
- Meet with colleagues to coordinate lesson plans and work with specific subjects of expertise
- Communicate regularly with families and implement clear communication systems
- Hold one-on-one conferences with students to keep them on track as necessary
- Meet with parents or guardians to discuss students' academic progress, remedial issues and behavior problems when necessary
- Prepare students for standardized testing
- Supervise students during special activities
- Create weekly, monthly and substitute lesson plans
- Care for and teach children of all socio-economic and academic levels and backgrounds
- Establish a consistent disciplinary approach which promotes self-direction and confidence; set high standards for student behavior and manage inappropriate behavior effectively
- Create engaging lessons and inspire students to learn
- Follow Michigan and Archdiocese of Detroit standards for English and reading instruction
- Apply differentiated instruction and assessment that improves achievement for all learners in a learner-centered and collaborative environment
- Use technology to strengthen the teaching/learning process including iPads, Chromebooks, smart boards and online instructional platforms
- Instruct in both remote and in-person settings as required
- Cooperate with school administration; work effectively with all staff members to promote positive working relationships
- Complete additional administrative, operational, and professional responsibilities and duties as needed, before or after school hours

Required Knowledge, Skills and Abilities

- Demonstrate the ability to communicate information clearly and effectively to students, staff and stakeholders.

- Exhibit professional, friendly, courteous behavior with students, staff and stakeholders.
- Possess knowledge of software normally used in an office and a classroom setting and computer skills adequate to perform the tasks associated with the job, as well as an ability to learn new technologies as necessary.
- Have good organizational skills and be detail-oriented.
- Be capable of multitasking, thinking creatively, and working with a sense of mission in order to do the work of the school.
- Strong English verbal and written communication skills.
- Appropriate general knowledge of several subject areas.
- Maintain confidentiality of all information obtained during the performance of duties. Use appropriate discretion when sharing confidential information. Demonstrate proper integrity, decorum and professionalism at all times in order to present Gesu School and Parish in a positive manner.

Required Qualifications

- Dedication to the mission of Gesu Catholic School
- Bachelor's degree in a teachable subject. Must meet State of Michigan requirements for teacher certification in the required subject area(s) and grade level.
- An analytical mind with an ability to think and act strategically
- Excellent organizational and classroom leadership skills
- Outstanding communication and interpersonal abilities
- Superior customer-service skills and mindset when working with parents and other stakeholders
- Proficient in the use of Microsoft Office and classroom management software
- Excellent written and oral communication skills
- Possess or obtain all required child-protection certificates and trainings

Preferred Qualifications

- One year of proven experience as a middle school English language arts teacher in a Catholic school

To Apply

Please send a resume and cover letter to the principal of Gesu Catholic School, Ms. DeLois Spryszak, at spryszak.d@gesudetroit.org.