Position: Middle School Math Specialist and Homeroom Teacher
Reports to: Middle School Director
Date: February 2018

Summary: The full-time Middle School lead teacher is joining a middle school in the process of growing. The Middle School teacher will have responsibility for their classroom in all areas as well as being part of a collaborative process of growing and fine-tuning the programmatic aspects of the middle school. The teacher will be in charge of math programming and supporting an integrated curriculum that embraces student input and focuses on the social-emotional lives of students. The lead teacher creates a community of learners in the classroom who respect and care for one another. The lead teacher works together with the middle school team and outside community members to make connections to overarching questions that integrate learning. The lead teacher participates fully in the life of the school, attending meetings and staff retreats, Back-to-School nights, student-led conferences, school celebrations, serving on committees and upholding the mission, vision and values of Friends School.

Responsibilities include:
- Compliance with the Guiding Principles for Teacher Evaluation.
- Promotion and advancement of the cognitive, emotional, social, and physical wellbeing of the students.
- Mathematics instruction for all levels in grades 6, 7 & 8.
- Daily management of students in the classroom.
- Collaborative development and connection to integrated curriculum themes and questions.
- Supporting and facilitating the social-emotional culture of the school.
- Facilitating development of mini-courses with Middle School Director, middle school team, and community resources.
- Development, preservation and participation in school traditions and rituals.
- Regular assessment of student learning and providing evidence of student learning through rubrics, portfolios, presentations and other means, and supporting students to present their learning in formal conferences three times per year.
- Maintaining up-to-date course information on Schoology platform.
- Maintaining the classroom environment and materials attractively and managing the classroom budget.
- Help to keep the physical environment of the school clean, attractive and functional.
- Setting classroom and personal yearly goals for focus and growth with the Middle School Director, participating in a peer support team, and seeking out and participating in staff development opportunities.
- Communicating with the parent community through:
  - Regular classroom updates on Schoology.
  - Home visits of new students before the start of the year.
  - Checking in with parents before and between conferences as needed.
  - Holding student-led conferences two times per year and a goal-setting conference one time per year.
  - Educating parents about the Friends Middle School program through conferences, emails, webpages and parent educational evenings.
- Evaluating prospective Friends School applicants in math as part of the admissions process.
- Connecting and working with outside professionals (therapists, etc.) to meet student needs.
- Meeting regularly with the Middle School Director and middle school team as it grows.
- Participating in the school’s hiring processes as appropriate and necessary.
- Attend Information Sessions to promote the school and support enrollment.