



# MARBURN ACADEMY

## **Full-Time Middle Division Faculty Job Description**

### **Purpose**

The purpose of the Middle Division Faculty position is to instruct students using teaching methods based on the unique needs of students with ADHD, Dyslexia, and other learning differences. Teachers have the specific responsibility for supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress.

This position reports to the Head of the Middle Division.

### **Duties and Responsibilities**

- Understanding of and a commitment to Marburn Academy's Vision and Mission
- Conduct self in presence of students, parents, and visitors in a manner which models the core values and behaviors Marburn seeks to teach
- Consistently and effectively use the Marburn Problem Solving System
- Develop and sustain relationships with colleagues, parents, and members of the Marburn Academy community that are professional, collegial, and collaborative
- Manage personal problems in a manner which does not interfere with professional performance
- Manage confidentiality aspect of student, parent, and colleague relationships, and of internal Marburn affairs according to established school guidelines
- Establish and maintain appropriate personal "boundaries" in relationships with students, parents, and colleagues
- Carry out lunch duty, recess duty, morning duty, and bus duty assignments effectively
- Attend and participate in professional development opportunities

- Abide by all policies articulated in the Student and Employee Handbook and other school and board policies
- Be supportive of the activities and events of all the divisions of the school
- Serve on school-wide and standing committees as needed
- Engage in continuous learning to maintain and enhance knowledge of subject area and pedagogy practices
- Prepare for and facilitate Parent-Teacher Conferences
- Maintain licensure as required by the Ohio Department of Education

### **Behavior Management Skills**

- Manage student behavior by utilizing the Marburn Academy behavior management systems
- Create a classroom and school environment that is safe for all students
- Reinforce and uphold Marburn Academy Rights and Responsibilities (community values)
- Establishes positive rapport with students
- Treats students with respect and dignity, even when correcting or disciplining; avoids public humiliation of students
- Places as much emphasis on recognizing and rewarding appropriate behavior as on consequencing undesirable behavior
- Uses an interventionist mindset to problem-solve academic and behavior concerns
- Instructs and coaches students to adopt more helpful behaviors rather than attempting to consequence them into different behaviors

### **Instructional Knowledge, Skill, and Performance**

- Timely and accurate updating of curriculum maps
- Complete reports, other required forms, and tasks on time and to the established standards
- Base teaching on understanding best practices for students with ADHD, Dyslexia, and other learning differences
- Demonstrate the use of UbD principles in curriculum design, lesson planning, and assessment plans
- Differentiate instruction for students with a variety of learning styles and challenges
- Implement principles of O-G, Marburn Math Program, and other school-wide approaches for instruction
- Utilize appropriate informal and formal classroom assessment measures to pinpoint the source of learning difficulties and to support the “diagnostic/prescriptive” teaching approach
- Develop instructional plans, class work, homework, and assessment to assure the use of methods and materials appropriate to the individual students’ developmental needs and written goals
- Integrate Technology into lessons

### **Middle Division Specific**

- Collaborate with teaching team and co-teachers to integrate curriculum across content areas
- Complete IEP's, Student Profiles, Progress Reports, attendance reports, and other required forms and tasks on time and to the established standards
- Utilize various co-teaching models as appropriate to classroom/lesson structure
- Advise and maintain contact with parents for a group of advisees
- Take part in problem-solving, discussion and team building during meetings
- Assist in planning and developing Division events with the teaching team
- Train in relevant areas specific to their content areas, language arts or advisory including: Keys to Literacy, OG, math, UbD, etc.

### **Other Duties**

- Represent the school at various functions both internally and externally relative to the role of faculty member
- Perform other duties as assigned by the Head of School, the Associate Head of School, and/or Division Head
- Support the school and its leadership

### **Physical Requirements**

- Ability to be in front of the students for long periods of time
- Ability to participate in outdoor activities
- Some lifting required
- Ability to balance multiple tasks and duties
- Ability to work with multiple distractions

### **Hours**

- Monday-Thursday: 7:40am-3:30pm with the faculty member expected to be available, as needed, until 4:30pm for meetings with parents, teachers, or administrators.
- Fridays: 7:40am-4:30pm
- Occasionally, the faculty member will be required to participate in certain activities such as field trips, afternoon or evening events, and overnight or weekend programs that will occur outside of the regular daily hours mentioned above (e.g., Voyageurs Trips, Middle Division DC Trip, Curriculum Night, Parent Conferences, Graduation, Discovery Nights, etc.).