

# galileoschool

FOR GIFTED LEARNING

## Job Description

### Middle School ELA Teacher

#### POSITION SUMMARY:

The teacher assists students in discovering their academic potential, diagnoses student errors and misconceptions, promotes a positive learning environment, stays current on the latest research on teaching and learning, uses data to drive instructional decision-making, and facilitates students' development cognitively, socially, and emotionally.

#### DUTIES AND RESPONSIBILITIES:

1. Offer a program that meets the emotional, physical, intellectual and social needs of both the individual and the group.
2. Interact with the children and encourage their involvement in activities.
3. Provide rich learning experiences and opportunities that allow differentiated involvement by students.
4. Provide students with developmentally appropriate voices and choices in their learning.
5. Respect all students and promote high self-efficacy in them by creating multiple opportunities for them to achieve mastery experiences.
6. Prepare a safe environment that is orderly, clean and appealing and permits the child to grow and to explore.
7. Establish classroom routines to allow more time on task.
8. Plan weekly lessons using a curriculum outline based on current research on teaching and learning.
9. Establish and maintain good communications with parents through parent conferences twice a year, weekly newsletters and/or blogs, and regular emails and phone calls to students' parents.
10. Observe, record, and report significant individual and group behavior.
11. Use data to drive instructional and curricular decisions.
12. Use appropriate discipline that is child-centered and respectful.
13. Keep accurate records, tests, reports, etc., as required by Florida Statutes, Regulations, and School Board Policy.
14. Keep administration informed of program goals and developments both with children, parents and administration.
15. Participate in staff development and in-service training.
16. Implement School Board and school-based policies and procedures in order to uphold school regulations.
17. Perform other duties as assigned by the Principal.

#### MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Education or a related field.
- Possess of a Florida Teaching Certificate in ELA Education or ELA grades 5-9 or 6-12 or a statement of eligibility for a temporary certificate.
- Strong passion for teaching and commitment to innovation in education.

**PREFERRED QUALIFICATIONS:**

- Gifted Education endorsement or certification.
- Strong subject matter content knowledge in reading
- Experience teaching twice exceptional students
- Master's degree in education.
- ESOL endorsement, or K-12 ESE certification

NOTE: All teachers without their gifted endorsement or certification will be required to obtain it before the end of their second year of employment at Galileo School.

*This organization reserves the right to review and change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment. The Galileo School for Gifted Learning does not discriminate in employment or any educational program or activity based on race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, disability if otherwise qualified or any other unlawful factor.*

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Employee Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Principal

\_\_\_\_\_  
Date