

Annunciation Catholic School

A Catholic  School



Position: Middle School Science & Math Support Teacher | 7th Grade Homeroom Teacher

Primary Roles:

TEACHER | The Middle School Science & Math Support teacher instructs three academic classes per day: two science classes (6th, 7th, or 8th grade), as well as one supporting math class (8th Grade Algebra or Pre-Algebra). This teacher is responsible for primary classroom instruction of the AOD 6th, 7th, and 8th Grade Science Curriculum and parts of the AOD 8th Grade Algebra Curriculum.

CREW LEADER | This teacher serves as the Crew Leader for one of the middle school multi-grade crews, responsible for leading ~30-45 minute crew community meetings four mornings per week, fostering character, supporting collaboration, and promoting social-emotional wellness in their crew. (Crew: St. Francis of Assisi) This teacher also serves as a "Crew Family Leader" for mass and other school events.

ACADEMIC SUPPORT ADVISOR | This teacher serves as an academic advisor to their homeroom class (7th grade), instructing a ~30 min academic support period four days per week, during which this teacher meets with students to give academic coaching, as well as provide full-class instruction in core academic skills in Math, ELA, Social Studies, Relig., & Science domains to address knowledge gaps.

Staff Crew Member Responsibilities & Expectations | Teaching Faculty:

- **JOY** | Joyful, loving interactions with all and unconditional positive regard for everyone.
- **POSITIVE RELATIONSHIPS** | Maintenance of appropriate, compassionate, supportive, and productive relationships with all students, parents, & colleagues to create a joyful work environment.
- **PROFESSIONALISM** | Kind, respectful, appropriate, & timely communication (in person, email, and otherwise) and careful attention to all professional responsibilities (i.e. checking one's office mailbox, professional dress, sending things home with students, turning things in to office, etc)
- **EL CORE PRACTICES** | Thoughtful and diligent implementation of EL Core Practices.
- **COLLABORATION & COPLANNING** | Open and active collaboration with Level Team, including co-planning for expeditions and level-specific events.
- **SUPERVISION** | Prompt arrival and active supervision for all scheduled classes, duties, & transitions during the school day throughout the building.
- **CLASSROOM SPACE** | Creation and maintenance of a clean, organized, inviting, and beautiful classroom, making best use of available resources to support class & crew activities.
- **DOCUMENTATION PANELS & WALL DISPLAYS** | Creation & regular updating of attractive and organized displays of student learning & work in classrooms & hallways (displays ought to include student work, pictures, quotes, learning targets, drafts & evidence of revision, rubrics, etc.).
- **FACULTY GATHERINGS** | Presence at and active participation in all Professional Development Days, FCC "Faculty Crew Club" gatherings (two afternoons per month from 3-4:30pm) & Level Team Meetings. Middle School Team meets weekly, K-2 & 3-5 Level Teams meet bi-weekly.
- **SCHOOL EVENTS & TRADITIONS** | Active participation in, support for, and preparation for (& student preparation for) school events and traditions, i.e. Award Ceremonies, Weekly School Masses, Celebration of Learning Night, Peace Day, the Christmas Program, etc. as well as some mandatory school events during the year that occur outside of regular contract hours.
- **SCHOOL POLICIES** | Support for and enforcement of all school policies laid out in the handbook, i.e. uniform, tardy policy, attendance, appropriate student behavior, etc.
- **DISCIPLINE** | Adherence to shared and commonly established level discipline policies, and follow-through in their proper enforcement, including consistent use of Class Dojo to track behavior.
- **GRADES** | Weekly updating of grades for all students in all classes, posted on Sycamore Education (our online grading system), and final grades logged properly in cumulative files at end of year.
- **ACCELERATED READER (AR)** | Full utilization of Accelerated Reader (AR) with students to monitor reading progress, as well as careful tracking of student AR points. (Except Kindergarten)
- **STANDARDIZED ASSESSMENTS** | Consistent, proper, and timely administration and scoring of required standardized assessments (Iowa Assessments, AIMSweb Benchmarks, etc.).
- **SLC's** | Preparation of students for Student-Led Conferences three times per year.
- **PORTFOLIOS** | Management & maintenance of student portfolios and use of Portfolio Thursday.
- **TECHNOLOGY** | Proper care for, use of, and accounting of technology; including monitoring students' use, enforcing proper handling of technology, keeping technology clean and functional, daily storage of technology securely, and vigilance regarding damaged or missing technology.
- **STEWARDSHIP** | Proper care of classroom resources, laptop, iPad, and other school resources.

Specific Middle School Teacher Responsibilities

6th Grade ELA Teacher	7th Grade Science & Math Teacher(s)	8th Grade Social Stud. & Religion Teacher	All Middle School Team Teachers
<ul style="list-style-type: none"> - Work with all middle school students to write required 'Thank You' Notes, Notes to 'Friends of Annunciation/Donors,' etc. throughout school year. - Accelerated Reader Coordinator for Middle School, supporting teachers and students to use it well, and responsible for tracking AR points for all students & crews. - Speech Team Leader - Spelling Bee Team Leader (Optional) 	<ul style="list-style-type: none"> - Logging Class DOJO (Discipline) Weekly Point totals & Crew Points totals - Restocking the Cardinal Story and Running the Store each Friday afternoon. - Assist with RiverWatch Club - Prep for Practice HSPT, and coordinate field trip (Saturday in April) with Regis Jesuit High School to take students to practice test. 	<ul style="list-style-type: none"> - Altar Server Coordinator - School Liturgy Planning Leader & Liaison with Parish - Ameritowne Prep & Coord. (6th Grade) - International Towne Prep & Coord. (7th Grade) - Focus 11 Prep & Coord. - Chastity Rally Coordination - Sacramental prep for MS students needing sacraments. - High School Application Coordinator & Document Keeper - Prep for HSPT - Coord. 8th Grade year-end events (BBQ, Continuation...) 	<ul style="list-style-type: none"> - Weekly monitoring and tracking of Crew Points. - Crew Cup Planning (Monthly) - Middle School Dance Planning (1-2 per year) - Active support for students and families throughout the Catholic High School application process, including attending "Family High School Application Help Nights" (1-2 per year, Fall) - Monthly & Trimesterly Award Selections and Preparation. - Shared Preparation & Planning for 8th Grade Continuation (end of May) & 8th Grade Traditions like Passage Presentations, Letters to the Community, etc.

Other Middle School Team Responsibilities to be Divided Up:

- Daily Discipline Coordinator - Responsible for tallying Class Dojo Points each day prior to lunch, then being in cafeteria as middle school students enter to separate students who are sitting out or are last in line. All this must be logged daily in the Disciple Binder in cafeteria.
- Friday R&R (Reflection & Restoration) Leader - Responsible for taking students who earned R&R to the church after lunch each Friday for guided meditation and restorative work afterward. 30 min weekly commitment.
- Daily Attendance Tracker - This person maintains a crew binder that logs attendance for all middle school students. They send a crew student around to take attendance with binder, then enter all attendance by 8:30am.
- Director of Christmas Play (On-Stage portion)
- Outdoor Adventure Coordinator and/or Community Garden Liaison
- Colfax Marathon Relay Team Organizer & Coach (February - May)

Middle School Leadership:

- Most Senior Member of Middle School Team is the MS Representative on the Annunciation Leadership Team. This person also serves as the Middle School Team Lead Teacher, responsible for running all MS meetings and coordinating MS Team projects and events.

New Teachers:

- All new teachers are required to participate in August Orientation & monthly New Teacher meetings throughout the year.