



LANSING SCHOOL DISTRICT #158

JUNIOR HIGH ENGLISH LANGUAGE ARTS TEACHER

JOB SUMMARY:

District 158 is seeking a English Language Arts (ELA) Teacher to be a positive part of a progressive educational team at Memorial Junior High School focused on meeting the unique needs of adolescent students.

DUTIES AND RESPONSIBILITIES:

- The Middle School ELA Teacher will design and implement educational curriculum appropriate for students in middle grades (bridging the gap between elementary and secondary (high) school).
- Plans and develops an engaging, age-appropriate course of study in the classroom, adhering to educational best practices and state and school district curriculum guidelines.
- Prepares materials for lessons, assignments, and tests; evaluates, corrects, and grades student performance.
- Discusses academic difficulties or behavioral problems with students as they arise.
- Monitors students' progress throughout the year and evaluates preparedness for high school.
- Communicates all progress and concerns with tact and professionalism to parents and, as appropriate, other faculty, staff, and/or principal.
- Builds and maintains positive relationships with parents.
- Enforces safety and security standards for students, staff, and visitors.
- Maintains required paperwork for individual student files, attendance and incident reports, and other necessary records.
- Monitors halls, study periods, and lunchrooms with other faculty and staff.
- Participates in faculty meetings, educational conferences, in-service opportunities, workshops, and other training seminars.
- Maintains knowledge of research, developments, and best practices in middle grade education.
- Performs related tasks such as sponsoring student activities or organizations.
- Performs other related duties as assigned.

REQUIRED SKILLS:

- Thorough understanding of pedagogy and the best practices of education.
- Desire to teach middle school-aged children and ability to adapt to their developmental status.
- Ability to design lessons that teach curriculum in an engaging manner, applying various teaching methods such as lectures, discussions, demonstrations, and individual or collaborative projects and research.

- Strong supervisory and leadership skills to manage and control the classroom.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills with a proven ability to maintain professionalism and tact in high-stress situations.
- Excellent organizational skills and attention to detail.
- Creative analytical and problem-solving skills.
- Proficient with Microsoft Office Suite or related software.

EDUCATION AND EXPERIENCE:

- Bachelors degree in Education or related subject required.
- State teaching license required with, valid middle grades endorsement and a Language Arts teaching endorsement.
- Previous teaching experience with middle-school aged children preferred.

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer or standing to teach.

Lansing School District #158 is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.