



John Milledge Academy  
197 Log Cabin Rd NE  
Milledgeville, GA 31061

**Job Title:** Middle School Faculty Member - History

**Department:** Middle School

**Reports to:** Head of School

### **Description**

The primary purpose of a Middle School faculty member is to teach and educate according to the unique physical, social, emotional, and intellectual needs of individual students entrusted to his/her care by the Head of School. Middle School faculty members have the attributes of flexibility, humor, collaboration, creativity, and passion for engaging students through a variety of practices and technology. Middle School faculty members understand the importance of equipping students for the rigors and responsibility of high school and the “real world” while still building valuable relationships, offering grace, and providing structure in a safe and nurturing environment. A Middle School faculty, who continuously develops the art of teaching, is essential for student success.

### **Essential Duties and Responsibilities**

A Middle School faculty member’s most essential duties include, but are not limited to:

- Embracing the school mission statement and guiding principles for the advancement of John Milledge;
- Teaching according to the educational needs, abilities and achievement of the individual students and groups of students;
- Utilizing knowledge of a variety of effective instructional and management techniques;
- Monitoring and maintaining a positive classroom environment that supports student engagement, respect and cooperative learning opportunities thrive;
- Ensuring student safety off and on campus, including hallways, restrooms, parking lots, and field trips;
- Creating lesson plans, aligned with JMA and national standards, which drives instruction through a variety of assessments and differentiation;
- Offering consistent, timely feedback to students and parents regarding content objectives and goals;
- Assessing, recording and reporting on the overall development, progress, achievement and behavior of students;
- Recording and monitoring attendance, in keeping with good record-keeping practices;
- Establishing and maintaining appropriate rapport with students and parents by communicating in a tactful, courteous, and confidential manner;
- Maintaining a professional appearance, and demonstrates behavior that is conscientious and responsible both in school, in the community at large, and on social media;
- Understanding students’ expectations, attendance, and discipline in accordance with the Upper School Parent/Student Handbook policies and procedures; and
- Understanding and complying with the JMA Faculty Handbook policies and procedures.

**Other Duties may include:**

- Communicating, consulting and cooperating with other members of the school staff and community, including administration, instructional support, school counselor and parents/guardians to ensure the best interest of students;
- Contributing to the professional development of new teachers and student teachers according to arrangements agreed with the Head of School;
- Proctoring standardized testing according to guidelines;
- Working as a faculty sponsor for a group, class or club;
- May be required to work outside normal working hours; and
- Such other duties as may be assigned from time to time.

**Qualification Requirements**

- Bachelor's degree or Master's degree in a content-specific field or 6-12 education or related field from a four-year accredited college or university required. Additional requirements as applicable under SAIS/SACS and NAIS;
- At the Middle School level, teachers are expected to have subject-specific proficiency;
- Valid, current Georgia teaching certificate or working towards the attainment of such;
- Skills in operating and utilizing a variety of programs (RenWeb, Google Suite, Renaissance Learning, Turnitin.com, Microsoft Office Suite, etc.) and technology;
- Must be able to pass an initial fingerprint and background clearance check and maintain a valid background clearance check at all times when in the school; and
- Strong interpersonal skills with exceptional oral and written communication skills.