



Nativity School of Worcester

7th Grade Lead Teacher

www.nativityworchester.org

Our Mission:

Founded in 2003, Nativity School of Worcester is an accredited, independent, Jesuit middle school that provides a quality, all-scholarship education to underserved boys of all faiths. Drawing upon four pillars - strength, scholarship, character, and service - a Nativity education inspires self-discovery, responsibility, spiritual growth, and a lifelong dedication to learning.

7th Grade Lead Teacher Overview:

Reporting to the Principal, the 7th Grade Lead Teacher serves as the academic and disciplinary leader of the grade. In addition to providing direct classroom instruction, the lead teacher serves as a mentor to the two Teaching Fellows on the team, and is an essential point of contact with families. The Lead Teacher strives to create an environment where students can achieve to their highest potential, as measured by demonstrable academic and social gains.

Primary Responsibilities:

Reporting to the Principal, your responsibilities will consist of the following:

- Modeling of successful teacher practices:
 - Lead teaching or co-teaching four classes per day.
 - Taking a leadership role in the co-teaching/paraprofessional model.
 - Leading seventh grade team meetings and engaging in formal mentoring responsibilities of Nativity Fellows.
 - Maintaining a Curriculum Document that includes:
 - A copy of lesson plans.
 - A copy of any unit plans utilized in class.
 - A copy of all worksheets (with reference numbers tied back to lesson plans) used in class.
 - A copy of all assessments used in class.
 - Samples of student work.
- Assisting in regular staffing responsibilities as outlined in the Nativity Faculty Handbook and Nativity Employee Manual.
 - Attending and actively participating in weekly staff meetings.
 - Assisting in emergency teaching needs, as such needs develop.
 - Participating in staff orientation prior to start of school year.
- Taking the lead on an administrative responsibility, to be developed in conjunction with the Principal.

Reporting to the President, your responsibilities will consist of the following:

- Fulfillment of staffing responsibilities as outlined in the Nativity Personnel Manual.

You will also be expected to:

- Participate in Summer Session orientation and Summer Session.
- Follow the annual Academic Calendar (to be forwarded to employee in August), with participation in staff orientation prior to start of school year.
- Assist in regular staffing responsibilities as outlined in the Nativity Faculty Handbook:
 - Such tasks include participating in one “late” day (i.e. end of academic day through end of after-school day) per week.
 - Attending and actively participating in weekly staff meetings.
 - Assisting in emergency teaching needs, as such needs develop.
 - Assisting, as needed, in the Nativity province review process.

- Assist with the NEASC Continued Accreditation Report as needed.
- Fulfill responsibilities as memorialized in the Nativity Employee Handbook.

Incentives:

- Small class sizes.
- Opportunities for higher education.
- Professional Development through our school network.

Qualifications:

- At least two years of classroom experience, preferably in middle school.
- Massachusetts Department of Elementary and Secondary Education Certification in subject area preferred.
- Openness to embracing and promoting the Jesuit mission and identity of Nativity School of Worcester.
- Interested applicants should have experience working with youth from under-resourced communities to best support our Nativity Men and their families
- Proficiency with the Spanish language preferred but not required.
- Citizenship, residency or work VISA in United States required.

Nativity School of Worcester is an equal opportunity employer, and we welcome and encourage applications from those who contribute to our diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, mental, or physical disability, age, sexual orientation, gender identity, national origin, familial status, veteran status, or genetic information. The Nativity School of Worcester is committed to providing access, equal opportunity, and reasonable accommodation for all individuals in employment practices, services, programs, and activities. Salary commensurate with experience.

To Apply:

Submit résumé and letter of intent to:

Cindy Schofield (Director of Operations)
Nativity School of Worcester
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Worcester, MA 01605

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