



Roycemore School Middle School Teacher

Roycemore School seeks a Middle School teacher for the 2019-2020 school year. Now in its 103rd year, Roycemore is a highly regarded, co-educational independent school for students from 3 years old through 12th grade. Located in Evanston, Illinois, on the north side of Chicago, Roycemore enjoys a long-standing relationship with Northwestern University including the Northwestern option, where high school students can choose to take college courses at the University as dual-enrolled students for no additional charge.

Our mission is to inspire and nurture excellence and prepare each student for success in higher education and in a dynamic and complex world.

Position

The classroom teacher is responsible for all aspects of creating a dynamic learning environment for students. A Roycemore teacher develops lifelong learners who will excel in their academic, professional and personal lives. The 5th Grade Teacher provides critical support for the transition for 5th grade students into the Middle School.

Essential Functions

- Prepares course materials such as syllabi, homework assignments, and handouts
- Adapts teaching methods and instructional materials to meet student's varying needs and interests
- Maintains student attendance records, grades, and other required records
- Evaluates and grades students' class work, assignments, and papers
- Creates and teaches middle school courses
- Instruct students individually and in groups, using various teaching methods.
- Uses effective class management techniques to ensure effective learning.
- Sponsors a student club and/or coaches an athletic team
- Serves as an adviser to students, guiding them in academic, extracurricular, social and personal development and acting as primary liaison to parents/ guardians
- Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs
- Collaborate with other teachers and administrators in the development, evaluation, and revision of middle school programs
- Maintains expertise in subject matter through professional development
- Performs other duties as assigned by the Middle School Head

Qualifications

- Bachelor's degree or post graduate work in subject matter and/or education
- A minimum of three years teaching experience at the middle and/or upper elementary school level, preferably in an independent school environment
- Excellence in classroom management techniques
- Enthusiasm for professional development
- Ability to maintain confidentiality
- Ability to interface and communicate effectively with students, parents and other staff members
- Working knowledge of Macintosh operating systems
- Experience with G-Suite (Google Apps) for Education (preferred)
- Strong passion for teaching & commitment to student learning & development
- Committed to curriculum design and growth
- Enthusiasm for embracing the independent school model of mentoring, advising and supporting students outside the classroom
- Embraces authentic assessment, innovative pedagogies, and project-based learning
- Comfortable using online texts, iPads, Learning Management System, and computer systems
- Able to use basic office equipment

Physical Requirements and Work Environment

- Works in a very busy and involved environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts
- May work at a desk and computer for extended periods of time
- Be able to occasionally lift up to 30 lbs
- Work primarily in a traditional climate controlled office environment
- Work intermittently in outside weather conditions, including extreme heat and cold

For best consideration please email or send cover letter and resume with three references to:

Adrienne Finley Odell
Head of School
afinleyodell@roycemoreschool.org
Roycemore School
1200 Davis St.
Evanston, IL 60201

POLICY OF NON-DISCRIMINATION

Roycemore School does not discriminate on the basis of age, sex, race, color, sexual orientation, national origin, religion, ancestry, order of protection status, marital status, physical or mental disability, military status, pregnancy, unfavorable discharge from military service, or any other legally protected category in connection with its activities as an employer.