



Hancock Day School Position Profile

POSITION TITLE: Middle School Teacher
DATE MODIFIED: February 2025
FLSA CLASSIFICATION: Exempt
REPORTS TO: Head of Middle School

POSITION OBJECTIVE: Provide engaging, content-area instruction to Hancock Middle School students.

Qualifications and Skills:

- Bachelor's degree in education or related field
- Middle school teaching experience strongly preferred

Personal Characteristics:

- Adaptable, persistent, and proactive
- Strong interpersonal and organizational skills
- Solution-oriented; growth mindset
- Excellent written and verbal communication skills

Essential Functions:

- Provide developmentally and academically appropriate experiences encouraging curiosity, exploration, and problem-solving.
- Lead a dynamic classroom environment conducive to learning and relevant to adolescent students' physical, social, and emotional development.
- Model appropriate activities and positive classroom management techniques.
- Collaborate with colleagues to provide comprehensive services to students and families.
- Participate in team, departmental, divisional, and school-wide professional activities and gatherings.
- Work closely with colleagues on the school's curricular initiatives.
- Complete recommendations for educational testing and admission to other schools.
- Follow organizational policies and procedures.
- Maintain a substitute folder.
- Attend after-school or weekend events as required.
- Other duties and responsibilities as assigned by the Head of School.

Working Environment:

- Work hours: 7:30 am - 4:00 pm; Weekly after-school meetings
- Occasional lifting, carrying, pushing, and pulling.
- Active working environment that requires standing and movement.
- Minimal temperature variations.
- Generally hazard-free environment.

The Hancock Day School is a co-educational, independent day school with students from pre-kindergarten to grade 8. The policy of Hancock Day School is to recruit, hire, train and promote employees without discrimination based on race, sex, sexual orientation, age, religion, national origin, veteran status, or disability.