

POSITION TITLE: Part-time Science Teacher
Beginning immediately

LOCATION: Mintz Christian Academy
Roseboro, NC 28382

SALARY: TBD

JOB DESCRIPTION: Although this position is being advertised as part-time, it has the potential to become a full-time position. The individual in this position will teach and instruct middle and high school students in the field of science with the following expectations:

- Develop lesson plans and teaching outlines using MCA's adopted course of study and instructional program guidelines.
- Teach using various methodologies, including lectures, demonstrations, discussions and laboratory experiences.
- Ensure that all lessons are planned with clear aims and objectives
- Plan, develop, and utilize a variety of instructional materials and aids appropriate to the intellectual and instructional level of pupils.
- Provide group and individual instruction to motivate pupils and effectively utilize the time available for instructional activities.
- Raise standards of student attainment and achievement within science and monitor and support student progress
- Encourage and foster intellectual curiosity
- Prepare, administer, score, record and report the results of criterion referenced tests
- Counsel, confer with, and communicate with parents and school administration regarding pupil progress
- Perform curriculum and instructional development activities
- Ensure that all experiments are tried beforehand and risk assessment used with all experimental work.

- Participate in science events such particularly field trips

KNOWLEDGE, SKILLS AND ABILITIES:

- Teach science to groups of students from all abilities across grades 7 – 11, with a particular emphasis on the delivery of Biology.
- Take into account the differing ability lessons of students and differentiate work accordingly.
- Encourage all students to be actively engaged in their own learning and in reviewing their progress against targets.
- Ensure that all students are known by name and that the classroom atmosphere is positive.
- Deal with inappropriate behavior quickly and effectively according to the school behavior policy.
- Ensure that all subject matter is effectively communicated and understood by all groups of students.
- Set appropriate tasks and challenges for homework according to the published timetable, and ensure that it is regularly marked with constructive feedback.
- Ensure that there is a high standard of display work in the laboratory, which is changed frequently.
- Ensure that work areas are tidy and organized to promote safety in the laboratory.
- Attend scheduled teacher meetings.
- Help develop science resources for the school.
- Maintain up-to-date with safety issues through regular checking.
- Continue own personal development in accordance with the school's Personal Growth Plan.
- Plan appropriate work for classes within science during any periods of absence and make sure that the work is thoroughly reviewed on return.

- Act as a positive role model and promote the aims, values and ethos of the school and uphold all rules and policies.
- Read and adhere to all procedures as set out in the MCA Staff Handbook.
- Share in the supervisory duties within normal school schedules.
- Participate in appropriate meetings with colleagues and parents.
- Carry out any other duties which may be reasonably required by the Principal.
- Adhere to and enforce the school's behavior and uniform policies on a daily basis.
- Ensure and maintain accurate and up-to-date information on all classes taught.
- Utilize the analysis and evaluation of student data.
- Identify and take appropriate action on issues arising from data, systems and reports.
- Produce reports for the department on assessment data, including examination data.
- Ensure effective communication and consultation with parents and/or guardians of students.

MINIMUM JOB REQUIREMENTS: Applicants must possess a Bachelor's degree in science, or a closely related field, be NC certified, or qualify for a lateral entry teaching position.

INTERESTED APPLICANTS: Contact Joy McDowell, Principal, 910-564-6221, jmcdowell@mcanc.com