



Position Title: CFS Middle School English Teacher

Department: CamdenForward School (CFS)

Reports To: CFS Principal

Salary: \$45,545.28 - \$48,054.28 + Full Time Benefits, 401(K), and Total Rewards Package

Exempt Full- time Position

Position Summary:

The ideal candidate for this position will have a passion for developing in each student an awareness of the role of English language and literature in economic and social progress. The Middle School (MS) English Teacher will motivate each pupil to acquire knowledge of literary facts and principles and skills in methods of critical thinking and communication. The teacher is responsible for planning and implementing lessons according to the standards set by the CamdenForward School of UrbanPromise Ministries and Common Core standards.

Essential Job Functions:

1. Lesson Planning and Curriculum Implementation:

- Develop and implement weekly English lesson plans consistent with the CamdenForward School program curriculum and Common Core Standard guidelines.
- Establish clear objectives for all lessons, units, and projects, and communicate these objectives to students.
- Administer standardized ability and achievement tests and interpret results to determine students' developmental levels and needs.
- Assist in planning an English program involving readings, lectures, discussions, and student projects.
- Demonstrate literary concepts using texts, teacher-prepared materials, and other instructional aids.

2. Content Knowledge and Pedagogy:

- Demonstrate knowledge of content and pedagogy.
- Incorporate technology into the English curriculum.
- Provide individual or small group instruction to adapt the curriculum to pupils' needs and accommodate various projects and assignments.



3. Uphold Values and Character Development:

- Uphold UrbanPromise values (Faith, Innovation, Community, Holism) and demonstrate character qualities like enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, and perseverance.

4. Student Preparation and Exploration:

- Prepare students for higher grades by encouraging exploration of learning opportunities and perseverance with challenging tasks.
- Cooperate with school administration in facilitating annual school events, providing displays and programs for the school and community, and sponsoring literacy activities.
- Instruct students in proper use, care, and handling of English and Language Arts materials and resources.
- Ensure safe storage and proper use of materials and tools, making minor adjustments and requesting repairs as needed.

5. Behavior Expectations and Environment:

- Clearly and consistently communicate, model, and enforce CFS behavior expectations to maintain a safe, welcoming, and positive, trauma-informed learning environment.

6. Parent and Guardian Communication:

- Communicate and meet with parents and guardians to discuss their children's progress and determine their priorities and resource needs.

7. Record Keeping and Reporting:

- Maintain accurate and complete student records.
- Prepare reports on students and activities as required by laws, district policies, and administrative regulations.

8. Additional Responsibilities:

- Assist in fundraising and organizing both UPM and CFS special events.
- Work closely with the CFS team to continuously improve department-organization efforts.



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- Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.
- Employee will adhere to all employee and communicable disease polices and participate in performance management process.

Essential Job Requirements:

Education:

- College Degree
- Teacher Certification Certificate in Content Area of English or other relevant subject area.

Experience:

Experience working with children and youth in an urban school setting

Required Skills:

- Strong writing and communication skills
- Strong classroom management skills
- Ability to work with diverse urban students
- In-depth understanding of and commitment to the organization's vision and mission

Physical Requirements:

- This position includes the normal physical demands associated with work in the office and classroom environment.
- Ability to schedule work outside of the typical work week, including evenings and weekends.

Equal Opportunity Statement:

UrbanPromise values diversity, inclusion, and equity as matters of fairness and effectiveness. We are committed to hiring and retaining a staff that reflects the diversity of the communities we serve, fostering an inclusive working environment where staff of all backgrounds feel welcomed and engaged in the UrbanPromise mission, and promoting racial and social equity in our work.

UrbanPromise is an Equal Opportunity Employer. All applicants who believe they meet the stated qualifications are encouraged to apply. Applications should be submitted to UrbanPromise HR Director at bmackey@urbanpromiseusa.org.