

**PROVIDENCE SCHOOL DEPARTMENT  
JOB DESCRIPTION**

<b>TITLE:</b>		<b>WORK YEAR:</b>	
Middle School Teacher		181 days	
<b>REPORTS TO:</b>		<b>DIRECTLY SUPERVISES:</b>	
Building Administrator		N/A	
<b>(Summary) JOB DESCRIPTION:</b>			
Under direction of the school principal and/or appropriate supervisor, teaches and instructs students in grades 6 through 8 in middle school academic subject matter, social, emotional, behavioral, and educational skill areas.			
<b>EDUCATION TRAINING AND EXPERIENCE:</b>			
Bachelor's degree in applicable field of education from an accredited college or university			
<b>CERTIFICATE / LICENSE REQUIRED:</b>			
Certificate required by the Rhode Island State Department of Education. Current Rhode Island Teacher Certificates in the appropriate subject area and level. Secondary Content with M/S Endorsement if not grandfathered. Endorsements Bilingual, ESL when required			
<b>DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:</b>			
<ol style="list-style-type: none"> <li>1. Creates a classroom environment that provides for student involvement in the learning process and enables each student to achieve learning objectives</li> <li>2. Participates in district and school-based professional development activities</li> <li>3. Plans and conducts activities for a balanced program of instruction, demonstration and work time that provides students with opportunities to learn, observe, question, and investigate</li> <li>4. Instructs students individually and in groups using various teaching methods such as lectures, discussions and demonstrations</li> <li>5. Adapts teaching methods and instructional materials to meet students' varying needs and interests</li> <li>6. Takes all necessary safety precautions to protect students, equipment, materials and facilities</li> <li>7. Develops and maintains positive and cooperative interactions and communications with parents, colleagues and community</li> <li>8. Monitors and assesses student progress and adjusts student instruction accordingly</li> <li>9. Makes recommendations about appropriate accommodations for all types of formal assessments</li> <li>10. Establishes and maintains standards of student behavior needed to achieve a positive learning environment in the classroom</li> </ol>			
<b>MINIMUM QUALIFICATIONS STANDARDS:</b>			
<i>For internal use only</i>		<b>JOB CODE:</b> 1289	
<b>DATE(s) CREATED:</b>	<b>DATE(s) REVIEWED:</b>	<b>DATE(s) REVISED:</b>	
05/19/2009	00/00/0000	00/00/0000	
<b>FILE NAME:</b>			
Middle School Teacher			

**PROVIDENCE SCHOOL DEPARTMENT  
JOB DESCRIPTION**

<b>TITLE:</b>	<b>WORK YEAR:</b>	
Middle School ESL Teacher	181 days	
<b>REPORTS TO:</b>	<b>DIRECTLY SUPERVISES:</b>	
Building Administrator	N/A	
<b>(Summary) JOB DESCRIPTION:</b>		
Under direction of the school principal and/or appropriate supervisor, teaches and instructs students in grades 6 through 8 in middle school academic subject matter, social, emotional, behavioral, and educational skill areas.		
<b>EDUCATION TRAINING AND EXPERIENCE:</b>		
Bachelor's degree in applicable field of education from an accredited college or university		
<b>CERTIFICATE / LICENSE REQUIRED:</b>		
Certificate required by the Rhode Island State Department of Education. Current Rhode Island Teacher Certificates in the appropriate subject area and level. Secondary English with the MS ESL endorsement and M/S English endorsement if not grandfathered		
<b>DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:</b>		
<ol style="list-style-type: none"> <li>1. Works constructively with colleagues and other for the purpose of establishing realistic and meaningful goals for students acquiring English.</li> <li>2. Participates in district and school-based professional development activities</li> <li>3. Plans and conducts activities for a balanced program of instruction, demonstration and work time that provides students with opportunities to learn, observe, question, and investigate</li> <li>4. Provides individualized and small group English as a Second Language instruction to English Language Learners (ELLs)</li> <li>5. Adapts teaching methods and instructional materials to meet students' varying needs and interests</li> <li>6. Takes all necessary safety precautions to protect students, equipment, materials and facilities</li> <li>7. Develops and maintains positive and cooperative interactions and communications with parents, colleagues and community</li> <li>8. Monitors and assesses student progress and adjusts student instruction accordingly</li> <li>9. Makes recommendations about appropriate accommodations for all types of formal assessments</li> <li>10. Establishes and maintains standards of student behavior needed to achieve a positive learning environment in the classroom</li> </ol>		
<b>MINIMUM QUALIFICATIONS STANDARDS:</b>		
<ol style="list-style-type: none"> <li>1. Must meet the "highly qualified" criteria as defined by the <i>No Child Left Behind Act of 2001</i>.</li> <li>2. Demonstrated proficiency with PC-based computer applications, Microsoft Office applications, e-mail, Web applications, and industry-specific technology.</li> </ol>		
<i>For internal use only</i>		<b>JOB CODE:</b> 1289
<b>DATE(s) CREATED:</b>	<b>DATE(s) REVIEWED:</b>	<b>DATE(s) REVISED:</b>
05/19/2009	00/00/0000	00/00/0000
<b>FILE NAME:</b>		
Middle School ESL Teacher		

**PROVIDENCE SCHOOL DEPARTMENT  
JOB DESCRIPTION**

<b>TITLE:</b>		<b>WORK YEAR:</b>	
Middle School Bilingual Teacher		181 days	
<b>REPORTS TO:</b>		<b>DIRECTLY SUPERVISES:</b>	
Building Administrator		N/A	
<b>(Summary) JOB DESCRIPTION:</b>			
Under direction of the school principal and/or appropriate supervisor, teaches and instructs students in grades 6 through 8 in middle school academic subject matter, social, emotional, behavioral, and educational skill areas.			
<b>EDUCATION TRAINING AND EXPERIENCE:</b>			
Bachelor's degree in applicable field of education from an accredited college or university			
<b>CERTIFICATE / LICENSE REQUIRED:</b>			
Certificate required by the Rhode Island State Department of Education. Current Rhode Island Teacher Certificates in the appropriate subject area and level. Endorsements: bilingual, ESL, when required			
<b>DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:</b>			
<ol style="list-style-type: none"> <li>1. Works constructively with colleagues and others for the purpose of establishing realistic and meaningful goals for students acquiring English.</li> <li>2. Participates in district and school-based professional development activities</li> <li>3. Plans and conducts activities for a balanced program of instruction, demonstration and work time that provides students with opportunities to learn, observe, question, and investigate</li> <li>4. Provides individualized and small group instruction in the student's primary language</li> <li>5. Adapts teaching methods and instructional materials to meet students' varying needs and interests</li> <li>6. Takes all necessary safety precautions to protect students, equipment, materials and facilities.</li> <li>7. Develops and maintains positive and cooperative interactions and communications with parents, colleagues and community</li> <li>8. Monitors and assesses student progress and adjusts student instruction accordingly.</li> <li>9. Makes recommendations about appropriate accommodations for all types of formal assessments</li> <li>10. Establishes and maintains standards of student behavior needed to achieve a positive learning environment in the classroom</li> </ol>			
<b>MINIMUM QUALIFICATIONS STANDARDS:</b>			
<ol style="list-style-type: none"> <li>1. Must meet the "highly qualified" criteria as defined by the <i>No Child Left Behind Act of 2001</i></li> <li>2. Demonstrated proficiency with PC-based computer applications, Microsoft Office applications, e-mail, Web applications, and industry-specific technology</li> </ol>			
<i>For internal use only</i>		<b>JOB CODE:</b> 1289	
<b>DATE(s) CREATED:</b>	<b>DATE(s) REVIEWED:</b>	<b>DATE(s) REVISED:</b>	
05/19/2009	00/00/0000	00/00/0000	
<b>FILE NAME:</b>			
Middle School Bilingual Teacher			

**PROVIDENCE SCHOOL DEPARTMENT  
JOB DESCRIPTION**

<b>TITLE:</b>	<b>WORK YEAR:</b>
Guidance Counselor, Middle School	181 days (up to 5 additional days)
<b>REPORTS TO:</b>	<b>DIRECTLY SUPERVISES:</b>
Building Administrator	N/A
<b>(Summary) JOB DESCRIPTION:</b>	
Under direction of the school principal and/or appropriate supervisor, provides comprehensive developmental guidance and counseling services to students in the area of academic achievement, career and educational decision making and personal/social development.	
<b>EDUCATION TRAINING AND EXPERIENCE:</b>	
Bachelor's degree in applicable field of education from an accredited college or university	
<b>CERTIFICATE / LICENSE REQUIRED:</b>	
Certificate required by the Rhode Island State Department of Education. Current Rhode Island Teacher Certificates in the appropriate subject area and level. School Counselor PK-12 Certificate	
<b>DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:</b>	
<ol style="list-style-type: none"> <li>1. Implements the district's Comprehensive Developmental School Counseling Program and ensures that students achieve the competencies included in that program</li> <li>2. Serves as a resource to advisors and faculty</li> <li>3. Consults with teachers regarding individual and classroom behavior issues, as requested</li> <li>4. Coordinates the interviews of students with potential academic progression difficulties</li> <li>5. Follows up on A-8 forms from classroom teachers and works with Home Visitors for cases that need follow-up beyond a phone call</li> <li>6. Participates in Evaluation and Teacher Support Teams, as needed</li> <li>7. Interprets test results and school records of students for parents and other faculty members</li> <li>8. Coordinates the administration of testing, as necessary</li> <li>9. Counsels students regarding educational and career planning</li> <li>10. Counsels students with personal/social issues and refers them to appropriate community agencies</li> <li>11. Helps to de-escalate emotional situations using counseling skills</li> <li>12. Meets with parents to discuss academic and career-related issues</li> <li>13. Meets with parents and assists with referring to community agencies, as needed</li> <li>14. Serves as a resource to parents (e.g., information sharing) and an advocate for students</li> <li>15. Confers with community agencies</li> <li>16. Schedules students into classes and assists principal with Master Schedule, as needed</li> <li>17. Participates in grading activities (e.g., collecting data sheets)</li> <li>18. Writes high school recommendations for students</li> <li>19. Provides information for high school application/selection process</li> <li>20. Visits high schools and forms strong working relationships with their guidance staff</li> <li>21. Submits reports as directed in a timely fashion</li> <li>22. Performs other duties as designated by the building administrator</li> </ol>	

**MINIMUM QUALIFICATIONS STANDARDS:**

1. Must meet the “highly qualified” criteria as defined by the *No Child Left Behind Act of 2001*.
2. Demonstrated proficiency with PC-based computer applications, Microsoft Office applications, e-mail, Web applications, and industry-specific technology.

*For internal use only*

**JOB CODE:** 1501

**DATE(s) CREATED:**

**DATE(s) REVIEWED:**

**DATE(s) REVISED:**

05/19/2009

00/00/0000

00/00/0000

**FILE NAME:**

Guidance Counselor, Middle School