

Middle School Civic Education Teacher

Job Description-Reference code 010023

Category: Teaching & Learning - Teacher

Department: Teaching & Learning Department

General Qualifications:

- Bachelor's degree in Civic Education, Education, or related field (Master's degree preferred).
- Teaching diploma or licensure for middle school education with a specialization in Civic Education is preferred.
- Strong knowledge of middle school civic education curriculum, instructional strategies, and assessment techniques (3 years' experience and above).
- Effective communication, interpersonal, and organizational skills.
- Passion for civic education and fostering active citizenship.

Reporting: Civic Education Coordinator for School

Job Goal: As the Middle School Civic Education Teacher for grades 7, 8, and 9, the primary responsibility is to provide comprehensive instruction in civic education, fostering civic literacy, critical thinking, and an understanding of democratic principles. The role involves creating an interactive learning environment, covering a range of civic topics, and developing students' civic engagement. Below are the essential functions and responsibilities:

Essential Functions and Responsibilities

Curriculum Implementation:

- Develop and deliver well-structured lesson plans aligned with the middle school civic education curriculum.
- Teach civic concepts, government structures, legal principles, and civic responsibilities.
- Foster an understanding of democratic principles and civic engagement.

Classroom Management:

- Establish and maintain a positive, inclusive, and stimulating classroom environment conducive to learning civic education.
- Encourage active participation, critical thinking, and respectful discussions among students.

Instruction and Assessment:

- Utilize various teaching methodologies to address diverse learning styles and abilities.
- Assess students' understanding through exams, projects, presentations, and civic engagement activities.
- Provide constructive feedback to enhance students' civic literacy and critical thinking skills.

Civic Engagement:

- Develop students' awareness of their civic responsibilities and the importance of active citizenship.
- Encourage participation in civic activities, community service, and civic projects.

Legal Literacy:

- Teach students about legal principles, the justice system, and the rights and responsibilities of citizens.
- Explore real-world legal cases and their implications for civic life.

Cultural and Global Awareness:

- Integrate cultural and global perspectives into civic education lessons to provide a well-rounded understanding of civic issues.
- Explore the role of citizens in a global context.

Ethical Decision-Making:

- Foster ethical decision-making by discussing moral and ethical dilemmas related to civic issues.
- Encourage students to develop a sense of responsibility and empathy toward diverse perspectives.

Student Support:

- Offer additional support and guidance to students requiring assistance in understanding civic concepts.
- Collaborate with colleagues, parents, and support staff to address individual student needs and concerns.

Field Trips and Experiential Learning:

- Organize and conduct field trips or experiential learning activities to connect theoretical civic knowledge to real-world applications.
- Provide opportunities for students to engage with local government institutions and community organizations.

Professional Development:

- Engage in continuous professional development activities to stay updated on advancements in civic education and teaching methodologies.
- Participate in workshops, seminars, and conferences related to middle school civic education.

Parental Communication:

- Communicate regularly with parents or guardians to discuss student progress, achievements, and areas for improvement in civic education studies.
- Conduct parent-teacher conferences to provide detailed insights into each student's civic understanding.

Term of Employment: One - Year Contract renewable yearly by written notice and mutual agreement.

Evaluation Method

The Middle School Civic Education teacher shall teach the Civic Education Curriculum assigned for its section to the students. The Teaching & Learning Director will drive the evaluation process according to the defined procedure. The KPIs for measuring the effectiveness of the Middle School Civic Education teacher's contribution to the overall function of the school include: *Civic Literacy and Understanding (Knowledge Acquisition: Assess students' understanding of civic concepts, government structures, legal principles, and civic responsibilities through exams, projects, and assignments. Application of Democratic Principles: Measure students' ability to apply democratic principles and concepts in real-world scenarios). Civic Engagement (Participation in Civic Activities: Evaluate the level of student participation in civic activities, community service, and civic engagement projects. Student-Led Initiatives: Assess the success of students in initiating and leading civic projects or community service efforts). Critical Thinking and Ethical Decision-Making (Critical Thinking Skills: Evaluate students' proficiency in critical thinking about civic issues, ethical decision-making, and moral reasoning. Application of Ethical Principles: Assess students' ability to apply ethical principles in addressing civic challenges). Classroom Engagement and Participation (Active Participation: Measure student engagement, participation, and interest in civic education classes, discussions, and civic engagement activities. Respectful Discussions: Encourage and assess the quality of respectful discussions among students about civic issues). Assessment of Student Progress (Individual Progress Tracking: Monitor individual student progress in civic literacy, critical thinking, and civic engagement. Feedback and Improvement: Provide constructive feedback to students to enhance their civic understanding and skills). Cultural and Global Awareness (Incorporation of Global Perspectives: Measure the teacher's success in integrating cultural and global perspectives into civic education lessons. Understanding of Civic Issues in a Global Context: Assess students' understanding of the role of citizens in a global context). Teaching Methodologies and Innovation (Use of Diverse Teaching Methods: Evaluate the teacher's ability to employ various teaching methodologies to address diverse learning styles. Innovative Approaches: Assess the integration of innovative approaches, such as experiential learning and technology, to enhance civic education. Professional Development (Continued Education: Monitor the teacher's engagement in professional development activities, workshops, or courses related to civic education. Incorporation of New Strategies: Assess the teacher's ability to incorporate new teaching strategies and methodologies). Parental Communication (Communication with Parents/Guardians: Evaluate the teacher's communication with parents or guardians regarding student progress, achievements, and areas for improvement in civic education studies. Parental Engagement: Monitor parent-teacher conferences, communication frequency, and feedback from parents regarding the teacher's involvement in their child's civic education). Student Support (Providing Additional Support: Measure the teacher's effectiveness in providing additional support and guidance to students requiring assistance in understanding civic concepts). Field Trips and Experiential Learning (Organization and Impact of Field Trips: Assess the organization and effectiveness of field trips or experiential learning activities that connect civic knowledge to real-world applications).*

Selection and Appointment Process

Interested candidates should submit a resume, a portfolio of similar work done, and a cover letter explaining their qualifications and interest in the position. Application instructions and contact information should be included. This Job Description provides an overview of the responsibilities and qualifications for a Middle School Civic Education Teacher. The specific requirements and expectations may vary depending on the school's needs, and the scope of its teaching and learning efforts.