



Position Title:	Upper School Humanities & Writing Teacher
Date Modified:	May 2020
FLSA Classification:	Exempt
Reports to:	Head of Upper School
Position Purpose:	Responsible for student instruction in grades 9-12. Creates lesson plans and instructs students in Humanities and Writing. Collaborates across disciplines for an integrated and relevant curricular approach. Creates a well-rounded, comprehensive instructional program that reflects best practice through inquiry and research-based instruction.
Work Hours:	7:15 a.m. – 4:15 p.m.
Work Calendar:	School Year
PTO Designation:	Educator (Blackout Dates May Apply)

Description:

The Upper School Humanities & Writing Teacher will facilitate the growth and learning of students in a student-centered, developmentally appropriate environment, following and fine-tuning an integrated relevant curriculum, which develops students' curiosity and encourages higher-level thinking. The teacher will employ professional judgment to utilize appropriate methods that demonstrate confidence and experience with differentiated instruction practices, and they will also recognize and coach the social emotional needs of each student.

Essential Functions

- Works directly with the Head of Upper School to initiate, implement and oversee the day-to-day programs for students.
- Maintains congruency between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan, and all activities of the upper school classroom.
- Assists in the recruitment and selection of new and replacement instructional and support faculty.
- Provides for students a supportive, orderly and interactive classroom environment where creative learning takes place.
- Adheres to and is well-versed in school policies in all areas of student interaction.
- Adheres to the Employee and School Handbooks and makes recommendations to the division head about potential revisions and updates to the School Handbook.
- Serves as an example to colleagues in manners of classroom management, teaching methods and school procedures.
- Well versed with and adheres to school policies in all areas of student interaction. Provides academic guidance to students; serves as student advocate, helping student families respond to specific academic, emotional and developmental challenges. Communicates with parents, administrators, student services, and with chaplains concerning the emotional and physical well-being of students within the classroom.

- Assists administration with division long-range planning, as well as the division's daily schedule and calendar.
- Routinely uses educational strategies and project-based curriculum to bolster a student-centered, inquiry-based instructional design.
- Exhibits the behaviors described in the Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence and complies with Physical Requirements and Work Environment.
- Is assessed through the Professional Growth and Evaluation Program.

Essential Tasks

- Works with the Department Chair to determine the focus, sequence, emphasis, and essentials of the content.
- Examines the current curriculum with recommendations for updates, revisions, and enhancements.
- Works cooperatively with administration to promote and enhance vertical alignment of curriculum, K-12th grade.
- Works cooperatively with specialists, administration and faculty to promote a positive work environment based on a growth mindset.
- Works closely with the Academic Technology Chair on the integration of technology where appropriate and useful in the curriculum.
- Ensures Upper School facilities are ready for the start of school each day.
- Knowledgeable about Senior Systems and/or other student management software.
- Completes various tasks related to the employee's yearly goals and the school's long range and strategic financial plan.
- Performs other tasks and duties as assigned by the Head of School and/or supervising director or head including extracurricular.

Qualifications

- Bachelor's degree in education; Master's degree preferred.
- A minimum of three years of teaching upper school humanities preferred.
- A minimum of five years of teaching in an independent school environment preferred.
- Excellent verbal and written communications skills required.
- Demonstrated leadership and facilitative skills, including the ability to relate effectively with administrators, operations staff, colleagues, parents, and students.

Physical Requirements and Work Environment

- Occasionally lift up to 30 pounds.
- Generally, works in standard office conditions and climate.
- May work in varied extreme outside weather conditions during school events, special activities and fundraising events.
- Ability to work in a highly stressful environment dealing with a wide variety of challenges and deadlines.
- May work at a desk and computer for extended periods of time.
- Ability to stoop, bend, kneel, stand, walk, reach