

<b>Position Title:</b>	Upper School History Teacher
<b>Date Modified:</b>	April 2023
<b>FLSA Classification:</b>	Exempt
<b>Reports to:</b>	Head of Upper School
<b>Position Purpose:</b>	Responsible for History instruction in Upper School with emphasis on creating a vibrant, comprehensive program that utilizes sound instructional practices that reflect best practice. Serve as an Upper School advisor creating a welcoming and compassionate environment for advisees.
<b>Work Hours:</b>	7:15 a.m. – 4:15 p.m.
<b>Work Calendar:</b>	School Year
<b>PTO Designation:</b>	Educator (Blackout Dates May Apply)

### **Description**

The Upper School History Teacher will facilitate a vibrant, relevant, and challenging History program for all learners, teaching five classes and may teach AP Psychology classes. The Upper School History Teacher will provide opportunities to acquire knowledge and skills and to ignite a passion for History. The Teacher will be an essential member of the Upper School faculty.

As an advisor, the Upper School History Teacher will commit to knowing their advisees and advisee families well. With this foundation, the advisor will serve as the nexus of communication between home and school, promote social-emotional development, and offer appropriate guidance and care for members of their advisory group.

### **Essential Functions and Tasks**

- Serves as an educator and works directly with the Head of Upper School to initiate, implement, and oversee the day-to-day programs for students.
- Provides a supportive, orderly, and interactive classroom environment where all students feel engaged and welcomed.
- Serves as an example to colleagues in manners of classroom management, teaching methods, and school procedures.
- 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 chaplains concerning the emotional and physical well-being of students.
- Assists administration with divisional long-range planning, as well as the division's daily schedule and calendar.
- Follows the unit planning expectations of the Upper School to design and implement engaging academic experiences for all students.
- Works collaboratively with the Upper School administration, school specialists and teacher colleagues to research curriculum best practice.

- Consistently provides a safe and joyful learning environment that integrates and assimilates the Responsive Classroom framework into daily student interaction.
- Participates in student-centered assessment and reporting approaches, including writing narratives.
- Utilizes curriculum and assessments to implement a developmentally appropriate instructional program for diverse learners.
- Uses differentiated instruction and a social-emotional approach to student engagement.
- Assists in maintaining teacher web pages following guidelines provided by division, school administration and technology specialists.
- Works cooperatively with administration and curriculum specialist to promote and enhance vertical alignment of curriculum, PS-12<sup>th</sup> grade.
- Works cooperatively with specialists, administration, and faculty to promote a positive work environment based on a growth mindset.
- Works closely with the technology department on the integration of technology throughout the curriculum.
- Works as a team player assisting co-workers, divisions and departments as needed by the school.
- Knowledgeable about Veracross and/or other student management software.
- Well versed with and adheres to school policies in all areas of student interaction.
- Supports the Employee and School Handbooks and provides assistance by recommending revisions and updates to the School Handbook as needed.
- Completes various tasks related to the employee's yearly goals and the school's long range and strategic financial plan.
- Takes part in the Professional Growth and Evaluation Program and enthusiastically takes part in professional growth opportunities.
- Commits to the Employee Expectations and Standards of Professional Excellence as the non-negotiable foundations for employment at St. Francis Episcopal School and complies with Physical Requirements and Work Environment.
- Performs other tasks and duties as assigned by the Head of School and/or supervising director or head, including extracurricular.
- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time, as determined in the employer's sole discretion.

## Qualifications

- Bachelor's degree in education; Master's degree preferred.
- Experience in teaching AP Psychology is a plus.
- Excellent verbal and written communications skills.
- Experience teaching in an independent school environment is preferred.
- Demonstrates leadership and facilitative skills, including the ability to relate effectively with faculty, administrators, operations staff, colleagues, parents, and students.

### **Physical Requirements and Work Environment**

- Climate controlled classroom/school environment with a wide variety of challenges and deadlines.
- Ability to work outdoors in a wide range of temperatures and weather.
- Occasionally lift 30 pounds.
- Visual acuity, both near and far.
- Ability to hear sounds at normal speaking levels with or without correction and to receive information through oral communications.
- Stooping, bending, kneeling, standing, walking, reaching.