**Middle School Faculty - English Instructor**

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Job Details

Job Location

Saint Andrew's School - Boca Raton, FL

Description

**About Saint Andrew’s School:**

Saint Andrew's School is an independent, co-educational school for grades PK-12, Saint Andrew's is both a day school and a boarding school, educating students from across the United States and throughout the world. As a college preparatory school in the Episcopal tradition, Saint Andrew's welcomes students of all faiths, customs, cultures, and beliefs. "Honor Above All," academic excellence and education in Mind, Body, and Spirit reflect Saint Andrew's experience. We are committed to educating the "whole child" while instilling a dedication to lifelong learning.

Saint Andrew’s School seeks employees who are committed to our mission to provide educational excellence in an inclusive community, fostering lifelong learning and nurturing each individual in mind, body, and spirit in the Episcopal tradition. We encourage applications from individuals whose backgrounds and experiences will help us promote an inclusive school culture. We are committed to respecting the dignity of each member of our community, and we strive to recruit a diverse and talented faculty and staff.

**Position Summary:**  
The Middle School Faculty Instructor is responsible for providing an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, and spiritual growth. This person is responsible for organizing and implementing an instructional program that will result in students achieving academic success in accordance with Saint Andrew’s policies. We seek dynamic individuals who are collaborative and innovative in their approach to teaching and who work to create an inclusive and supportive classroom and school-wide culture. Faculty responsibilities will include a combination of teaching and student advising, and may include responsibilities in extracurricular activities.

**Duties and Responsibilities:**

* Implements inquiry-based instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences, ensuring continual student growth and achievement.
* Collaborates with peers to plan, evaluate, and adjust curricula, course content, and methods of instruction and to prepare course material such as syllabi, unit plans, homework assignments, and assessments ensuring completion of the curriculum with guidance from the department chairs.
* Maintains effective and efficient record keeping procedures using educational technology
* Provides students with ongoing and effective feedback about their work which includes group and peer critique, guided self evaluation and criterion based rubrics.
* Communicates effectively, both orally and in writing, with students, parents, and other professionals on a regular basis.
* Uses effective classroom management techniques to ensure students are working in an environment conducive to learning.
* Meets professional obligations through efficient work habits, such as:  meeting deadlines, honoring schedules, coordinating activities, and instructional planning.
* Maintains expertise in subject matter through professional development.
* Stays current with technology advances and incorporates technology in the classroom.
* Performs other duties and responsibilities as assigned by their supervisor.

Qualifications

* Bachelor’s degree in English or related field; Master’s degree preferred
* International Baccalaureate Middle Years Programme experience preferred
* Demonstrated success teaching students in an independent school or a similar setting
* Demonstrated ability to work successfully with a team of educators
* Ability to communicate effectively with students, faculty and parents and effective presentation skills
* Experience integrating technology into teaching practices, including Google Suite for Education preferred
* Ability to work effectively with people of diverse backgrounds and promote a positive work and classroom environment
* Strong work ethic
* Growth mindset

*Saint Andrew’s School is committed to providing equal opportunity in all employment practices without regard to age, gender, race, religion, color, sexual orientation, gender identity or expression, national origin, ancestry, citizenship status, marital or familial status, pregnancy, disability or handicap, genetic information, military status, or any other protected status in accordance with the requirement of all federal, state, and local laws.*

*Saint Andrew’s is a drug-free workplace. All employees must successfully maintain an acceptable Level II criminal background check.  Saint Andrew’s School may, in its discretion, modify or adjust the position to meet the school’s changing needs.*

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