



ST. MARTIN'S
EPISCOPAL SCHOOL

Job Description

Upper School English Teacher

St. Martin's Episcopal School is a coeducational, independent school that provides students from 8 weeks to grade 12 with a college preparatory education focused on the development of the whole person. Students and faculty embrace the school's motto, Faith, Scholarship, and Service.

One of St. Martin's Episcopal School's greatest strengths is its strong community, a diverse group of individuals with many gifts and talents who celebrate their shared values and commitment to core principles.

St. Martin's Episcopal School values inclusivity and practices it throughout the school, ensuring all students have opportunities to lead and learn. While its students come from all walks of life, St. Martin's is a place where all belong.

Position Description

The English teacher is responsible for teaching four ELA courses in grades 9-12 and supervising at least one club/student organization. Additionally, they will play a crucial role as a student advisor, guiding a group of students and providing them with the necessary support. They will also be expected to perform other duties as assigned by the Head of Upper School.

Required Qualifications, Knowledge And Skills

- Bachelor's degree in English, ELA or English education. Master's degree preferred.
- Coaching ability/experience preferred, but not required.
- Proficiency with various uses of technology.
- Ability to collaborate with faculty, staff, administration, and parents.
- Strong organizational skills and attention to detail.
- Ability to communicate clearly and effectively, verbally and in writing
- Physically able to perform essential functions in a variety of settings

Principal Duties And Responsibilities

1. Develop course curricula aligned to the curriculum, create lesson plans, teach classes, and support students in and out of class.
2. Maintain current and detailed documentation for all students, including information related to grading, behavior, attendance, etc.
3. Maintain proactive communication with the Head of the Upper School, Department Chair, colleagues, and parents, ensuring student engagement and performance are effectively monitored and addressed.
4. Supervise advisees, monitor their academic progress, and advise them on improving their learning and mastery of the material. Manage family conferences each semester and

communicate with parents of advisees as needed. Keep Head of the Upper School, Academic Dean, and Counselors, informed of any issues that arise.

5. Maintain active communications with students' parents/guardians.
6. Stay abreast of current trends in English content and instructional methods, addressing different learning styles. This commitment to continuous learning and professional growth is a key aspect of our department's culture.
7. Offer individual assistance outside of class to students who need extra help.
8. Attend and participate fully in meetings with department members and the Upper School faculty.
9. Post assignments on Google Classroom two weeks in advance, proctor study hall (if assigned), document curriculum in Atlas, and other duties as assigned by the Head of the Upper School.

Physical Requirements and Work Environment

- Regularly work in standard office or classroom conditions and climate
- Regularly use close and distance vision, including working at a computer screen for extended periods of time; ability to observe students from various distances.
- Frequently required to move around the office/classroom; work at a desk for extended periods of time
- Ability to occasionally move items weighing up to 20 lbs. across the campus/classroom/office
- Ability to periodically support before and after-school or weekend events
- Ability to maintain appropriate boundaries with students, fellow staff, and community members.

St. Martin's Episcopal School is an equal opportunity/affirmative action employer and does not discriminate in employment on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, gender or gender identity, age, sexual orientation, or any other status protected by applicable federal, state or local law.

For More Information

For more information on the position, please email Fr. Charles Latour, the Upper School Head at charles.latour@stmsaints.com or contact him by phone at 504-736-9908.