



JOB DESCRIPTION

POSITION TITLE: Upper School Faculty

POSITION PURPOSE: To educate their students in accordance with the school's established curriculum and to create and maintain a classroom environment that is orderly and respectful.

PREFERRED QUALIFICATIONS: A minimum of a bachelor's degree from a regionally accredited college or university. Early childhood and elementary teachers shall have a degree in primary education or elementary education or related appropriate field. Secondary teachers should have a minimum of 24 credit hours from an accredited college or university in their major teaching field.

REPORTS TO: Head of the Upper School, with responsibilities to Junior High Team Leaders and Department Chairs

POSITION STATUS: Exempt, 10-month

EXPECTATION: Serve as a positive role model who supports the mission, vision and core values of the school.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

GENERAL:

1. Work with all major departments and divisions to achieve strategic initiatives.
2. Maintain professionalism in dress, speech and manner.
3. Communicate and deal effectively with all members of the school community and community at large.
4. Perform in a manner that reflects positively on the school.
5. As a member of the HTEA team, perform all duties as requested by the Headmaster.

DUTIES:

1. Plan and implement instructional programs and activities that further the goals of the school.
2. Insure that the classroom atmosphere fosters the development of specific academic skills and knowledge, as well as, moral and emotional development and respect and consideration for others.
3. Adapt methods to accommodate learning styles.
4. Plan for both long-term and short-term instructional goals in accordance with the scope and sequence of the adopted curriculum.
5. Present a clear description of the learning task and its content by instructing students, monitoring student understanding, and re-teaching when necessary.
6. Assess and record student progress through the interpretation of student work, test data and the monitoring of classroom performance.
7. Complete grading, comments, posting of assignments and grades, and parent communications in a timely fashion.
8. Communicate effectively to parents, students, and colleagues.
9. Complete at least one email to parents prior to Thanksgiving and one prior to Spring Break for each student.
10. Create and maintain a classroom environment conducive to learning.
11. Attend all regularly scheduled faculty meetings, assemblies, and chapel and Eucharist services.
12. Attend and participate in pre and post planning days, Back to School night, Professional Development days, Parent Conference days, Open House, and Graduation.
13. Commit to improving his/her educational skills and knowledge.



HOLY TRINITY EPISCOPAL ACADEMY

14. Share the responsibility regarding supervising students and maintaining appropriate student department outside of his/her classroom and willingly accept supervisory assignment for the corporate good.
15. Support extra-curricular student life by sponsoring student clubs, chaperoning student activities such as game nights, Junior High dances, Homecoming, Prom and Grad Bash, as well as attending student activities, such as sporting events and fine arts performances.
16. Assist in risk management.
17. Perform duties and follows policies outlined in the Family Handbook and in the Staff Policy and Procedure manual.
18. Maintain a dependable attendance record.
19. Perform other duties as requested by supervisors.

PHYSICAL REQUIREMENTS: Must be able to lift 25-30 lbs, walk, squat/ kneel, sit on floor, see, hear, and speak with children to ensure children's health and safety. This position may require exposure to sun and heat.

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