



**David Posnack Jewish Day School**  
**5810 South Pine Island Road**  
**Davie, FL 33328**

**High School English Educator**

Job Category: Exempt

**Reports To**

The High School English Educator reports to the High School Principal.

**Job Overview**

The High School English Educator will give students a successful foundation of the rules of critical thinking and the writing process to build on throughout the rest of their educational careers.

**Responsibilities and Duties/Essential job Functions:**

- Set high academic standards for every student in class while still adapting to the individual needs of each student.
- Prepare lesson plans in advance that teach core objectives and principles.
- Teach different classes the rules of grammar, punctuation, spelling and other nuances of the English language.
- Teach the writing process, including brainstorming, drafting, revising, and editing.
- Develop critical thinking skills through close reading of texts.
- Track and report performance data to determine where changes need to be made and which strategies and methods are working.
- Attend special events held by the school and engage with students and/or parents in an appropriate, friendly way.
- Attend orientation as required by employee's supervisor.
- Adhere to all aspects of the Posnack Way!

- Participate in the ongoing curriculum development of Posnack School and attend all teacher meetings.
- Communicate with the parents of each student, as needed.
- Prepare and present regular oral and written reports to parents concerning their child's education and welfare, as needed.
- Maintain student and family confidentiality both on and off the Posnack School campus.
- Performs other duties as may be deemed necessary for the efficient operation of the department.
- It is essential for the Employee to arrive on time to work every scheduled work day. It is essential for the Employee to maintain good attendance and give ample notice, when possible, when Employee will be absent. It is essential for Employee to speak to co-workers with respect and to follow all of the requirements and expectations in the Employee Handbook.

### **Qualifications**

The High School English Educator must have a bachelor's degree in English and the ability to teach all grades and levels of high school English including grade level honors, and advanced placement. Ability to teach English electives such as journalism and public speaking is a plus. Candidate must have a valid FLDOE Teaching/Temporary Certificate in this field. Two years of teaching experience preferred. Must be proficient in the use of instructional technology and online textbooks. Salary based on experience.

Posnack School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, national origin, gender, age, sex, sexual orientation, disability or genetics, and any other characteristic or status protected by law.