

GREENWOOD SCHOOL
9920 Regency Square Boulevard
Jacksonville, Florida

POSITION DESCRIPTION

JOB TITLE: Guidance Faculty

DEPARTMENT: High School

REPORTING TO: Associate Head of School

DEPT. OF LABOR STATUS: Exempt

Anticipated Salary Range: \$44,000 - \$50,000, dependent upon employee qualifications/certifications status and final schedule determinations.

Requirements:

- Bachelor's Degree (minimum); Education, Counseling, Sociology, Social Work, Exceptional Student Education or related field (preferred).
- Teaching experience with grades 6 - 12 (public or private).
- Experience working with exceptional students (ESE certification through Florida Department of Education preferred, professional development available through School if not yet obtained).
- Experience teaching guidance-based courses (descriptions included below).
- Florida Department of Education professional certification is not required, but is preferred (and will be an expected Professional Development goal).

Duties and Responsibilities (Direct and Supervisory):

- I. **Teach Guidance Courses for 8th through 11th grades.**
 - A. Per-semester requirements and expectations:
 1. Teach up to six (6) Guidance-based courses per day, specific schedule to be determined.
 2. Courses may include any of the following, and will be determined by the Dean of Students prior to start of the academic year:

- a. College and Career Planning (11th grade)
 - b. College and Career Exploration (10th grade)
 - c. Study Skills/Success Strategies (9th grade)
 - d. Life Skills/Practicum (8th grade)
- B. Be available to assist School Guidance Counselor and Dean of Students with 1-on-1 Guidance Meetings with students (each student once per semester minimum).
- C. Collaboration with core subject faculty members for integrated studies, projects, and efforts in support of Greenwood School mission.
- D. Generate and maintain course curriculum maps in Atlas software (training will be provided).

II. Maintain and Promptly Report Accurate Student Records.

- A. Administrative responsibilities include—but are not limited to—student attendance, grading information, and collaboration with grade-level appropriate Department Head and the Dean of Students concerning general student behavior and performance.
- B. Communicate successes and concerns appropriately to student(s)' parent/guardian, grade-level appropriate Department Head, and the Dean of Students.
- C. Respond to parent communications promptly and appropriately, keeping grade-level appropriate Department Head and the Dean of Students informed of any need for support.

III. Support School Administrative Team, Faculty Team(s), Students, and Families.

- A. Attend and participate in scheduled faculty meetings, professional learning communities, professional development programs, departmental collaboration sessions, and curriculum development efforts.
- B. Adhere to policies contained within the Greenwood School Employee Handbook and directives from School Leadership Team.
- C. Provide constructive feedback in Team planning sessions.
- D. Set and consistently work toward professional development goals in coordination with and as directed by Associate Head of School.

E. Attend School events when available.

IV. Other Duties and Responsibilities: As required/requested by Head of School, coordinated with faculty member for needs and/or opportunities that may arise.

Revised 7/16/2019