

GREENWOOD SCHOOL
9920 Regency Square Boulevard
Jacksonville, Florida

POSITION DESCRIPTION

JOB TITLE:	Performing Arts/Humanities Enrichment Faculty
DEPARTMENT:	High School and Middle School
REPORTING TO:	Associate Head of School
DEPT. OF LABOR STATUS:	Exempt
SALARY RANGE:	\$44,000 to \$48,000 (dependent upon qualifications, certifications, experience, etc.)

Requirements:

- Bachelor's Degree (minimum); Education, Fine Arts, 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 and will be an expected professional development goal).
- Experience teaching arts-based and humanities courses (e.g., music, band, chorus, dance, ASL/foreign language, photography, etc.).
- Florida Department of Education professional certification is not required, but is preferred (and will be an expected Professional Development goal).

Duties and Responsibilities:

I. Teach Arts and Enrichment Courses for 6th through 12th grades.

A. Per-semester *minimum* requirements and expectations:

1. Two primary performing arts-based courses each for middle school and high school;
2. Additional enrichment course(s) as determined by Associate Head of School;

3. Sponsorship/leadership of one extra-curricular activity (coordinate with Dean of Students to determine).
 - B. Collaboration with core subject faculty members for integrated studies, projects, and efforts in support of Greenwood School mission.
 - C. Generate and maintain course curriculum maps in Atlas software.
- 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.**