

Middle School World Language Faculty

The Academy of the Sacred Heart in New Orleans, founded in 1867, is an independent, Catholic, college-prep institution for girls offering 17 years of instruction for toddlers through twelfth grade. Academy of the Sacred Heart is one of 24 Network of Sacred Heart Schools in the United States-Canada sponsored by the Religious of the Sacred Heart (RSCJ).

Job Description

The candidate as a Middle School faculty member is directly accountable to the Middle School Division Head. S(he) works with the Division Head, Dean of Students, students and parents to ensure that the spirit and the life of the school reflect the *Goals and Criteria* of Sacred Heart education. S(he):

- Understands, embraces and implements the school's mission and philosophy as written in the *Goals and Criteria*; participates in the Christ-centered life of the school; and models the school's philosophy in working with students, parents, colleagues and administration.
- Works with the Division Head to execute responsibilities relating to the academic program: curriculum development and implementation, classroom design, classroom management, student evaluation, progress reports and parent communication.
- Works with the counselors and learning specialist to aid students in achieving the maximum development and growth, both within and beyond the classroom, achieved through observation of students' behavior and needs, consultation with the counselors and referrals, when indicated.
- Actively supervises as well as interact with students while on the play yard.
- Plans and maintains a safe, clean learning environment and in assuring the well-being and safety of the children in his/her care.
- Maintains a cooperative attitude of working together with the Division Head, colleagues, volunteers and parents in planning and implementing activities.
- Attends and participates in the following: chapels, liturgical functions, retreats, faculty/department/in-service meetings, assemblies, parent assemblies, conferences and other school functions, as requested.
- Maintains professional currency by yearly participation in the professional development program (which includes opportunities for attendance at conferences, workshops and educational meetings, and for advanced degree coursework) and by regular reading of educational journals discipline-related materials, and social-emotional best practices
- Leads activities that build relationships in weekly advisory groups
- Agrees to fulfill the terms of the contract of employment.

Primary Responsibilities

- Fosters and facilitates the social, emotional, and intellectual growth of all students and advisees
- Regularly assesses students and develop lessons that align with the student assessments
- Instructs in innovative and engaging ways
- Provides Differentiated instruction when appropriate
- Applies best practices in assigned teaching field
- Remains knowledgeable of the information in each student's Digital Learning Profile
- Collects, analyzes, and shares information regarding student progress and goals for growth
- Attends faculty meeting and Professional Learning Community sessions, pursues opportunities for professional development, and contributes to committees on campus
- Assists with additional duties as needed, Open House, Admission Tours, School Visits, etc.
- Develops relationships with individual students and their families through the advisory program and conferencing
- Works closely with counselor and learning specialist
- Models ethical and professional behavior including compliance with the school's technology and social media policy
- Provides extra help to students either before, after or during school

Preferred Qualifications

- Bachelor's degree in content area or Elementary/Middle Education
- Master's Degree preferred
- At least three years of teaching experience
- Experience in an interdisciplinary environment with an emphasis on group collaboration and use of technology
- Experience in innovative course design, planning, implementation, and assessment
- The willingness to approach learning new skills in flexible and creative ways
- Excellent interpersonal and communication skills

Application Process

Applicants should complete the Online Employee Inquiry Form at ashrosary.org/careers. Applicants will be prompted to upload the following:

1. Cover letter indicating why they are particularly interested in and qualified for the position.
2. Current résumé.
3. Names, addresses, and telephone numbers of three references from current and/or former director supervisors. (We will obtain permission from candidates before contacting references.)

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4. During the application process, you may be asked to complete the ASH Employment Application PDF, which is available for download at ashrosary.org/careers.

The Academy of the Sacred Heart is an equal opportunity employer. The goal of the Academy of the Sacred Heart is to hire and motivate an outstanding and diverse faculty and staff who work together harmoniously toward the common mission.