

Middle School English Position

Job Title: English Teacher
Department: English, Middle School
Reports to: Mr. Lee Tappy, Head of Middle School
FLSA Status: Exempt
PDS Status: Faculty, full-time, benefited

Employment Opportunity: Founded in 1970, Providence Day School is an independent, nonsectarian, coeducational college preparatory school serving approximately 1,750 students in transitional kindergarten through 12th grade. Committed to academic excellence, global diversity and character development, PDS seeks to inspire in its students a passion for learning, a sense of social responsibility and a commitment to personal integrity. Cited for excellence by the U.S. Department of Education, the College Board Advanced Placement Program and the National Council of Teachers of English, PDS provides a challenging and diverse college preparatory curriculum.

PDS is recognized as one of *The Charlotte Observer's* "Top Workplaces 2019", as well as, "Top Workplaces 2018". This award is particularly special because the results are based solely on confidential responses from our employees. Additionally, PDS is recognized as one of greater Charlotte's 2018 and 2019 Healthiest Employers by the *Charlotte Business Journal*. This award demonstrates the school's commitment to promoting the health and wellness of our employees and the importance of appropriate work-life harmony.

The Providence Day School community welcomes people of diverse backgrounds and beliefs who share a commitment to respect one another and accept differences. We are an Equal Opportunity Employer with a policy of nondiscrimination in the treatment of employees or applicants for employment without consideration of race, color, ethnicity, religion, age, sexual orientation, marital status, national origin, disability, gender or gender identity.

Providence Day School is accredited by the Southern Association of Colleges and Schools, is a member of ABC (A Better Chance), and holds memberships in the National Association of Independent Schools, Southern Association of Independent Schools, North Carolina Association of Independent Schools, Educational Records Bureau, National and Southern Associations for College Admission Counseling, the Association of Supervision and Curriculum Development, and the College Board.

This position is a teaching position beginning August, 2021.

Responsibilities: The Middle School English Teacher will report to the Middle School Head and will be responsible for teaching English classes to students in grades 6-8. This teacher will be responsible for teaching classes at two of those levels. Preference will be given to candidates who have experience teaching multiple middle school grades. In addition to the normal teaching responsibilities, the candidate will advise a group of 8-12 students, supervise a study hall, advise a club, and perform periodic duty assignments (lunch, traffic, detention, etc.).

Qualifications: Minimum requirement is that the candidate has a bachelor's degree, with preference given to candidates who hold a Master's degree. Three years or more of teaching experience is required. Candidates should have a strong academic background and possess proficient technology skills. The candidate should have superb organizational skills, excellent verbal and written communication skills, and the ability to work effectively as a team member. Candidates should also have experience teaching remotely or via a "hybrid" teaching model. Experience with the Google Suite of Apps is beneficial.

Salary and Benefits: Providence Day School is committed to attracting and retaining outstanding employees through a compensation plan that compares favorably with those of other independent schools both locally and nationwide. Individual salary levels are competitive and are determined by educational background and experience. A full benefits package includes TIAA retirement, medical/dental coverage and more.

Application Process: Applicants should submit a cover letter of interest, current resume, three letters of recommendation, and a list of references with telephone numbers. Materials should be emailed to:

PDS.MSEnglishTeacher@providenceday.org

The position is open until filled. Providence Day School is an equal opportunity employer (EOE).