



Position Title:	Upper School English Teacher (Grades 9-12)
Position Status:	Full-time
FSLA Classification:	Exempt
Reports to:	English Department Chair and Upper School Head

Position Purpose:

Teach four sections of English, likely 9th and 10th Grade. Design curriculum and develop lesson plans in line with curriculum objectives and SCH English Department curriculum maps. Facilitate learning by establishing relationships with students. Develop and foster the appropriate skills and social abilities to enable the optimum development of students. Teach cultural competency and foster an inclusive classroom.

Essential Functions

- Establishes clear objectives for all lessons, units, and assessments.
- Works collaboratively with grade-level team teachers to build common lessons, units, and assessments.
- Welcomes and applies feedback with a growth mindset.
- Designs, refines, and innovates teaching practice.
- Instructs students individually and in groups using diverse teaching methods.
- Evaluates and grades students' classwork, assignments, and papers in a timely and thorough manner.
- Adapts teaching methods and instructional materials to meet students' varying needs and interests.
- Develops constructive and cooperative working relationships with others and maintains them over time.
- Establishes and enforces rules for behavior and procedures for maintaining order among the students.
- Serves as an advisor to a grade-level group of Upper School students and performs expected functions in that role as outlined by the Head of Upper School and Assistant Head of Upper School.
- Meets with parents or guardians to discuss their child's progress and determine their priorities and needs.
- Attends faculty/staff meetings, collaborative meetings, open houses, parent/teacher conferences, and special events as required.
- Takes an active role in student life.
- Other duties as assigned by Department Chair and/or Division Head.

Qualifications

- Bachelor's degree in English or English Education; a master's degree or working towards a master's degree preferred.
- Demonstrated breadth and depth of knowledge in English literature and composition, as well as visual and media literacy.
- Demonstrated sensitivity, knowledge, and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building.
- Demonstrated deep understanding of cultural competency skills and enthusiasm for issues of diversity, inclusivity, and multiculturalism.
- At least 3 years of English teaching experience preferred.
- Enthusiasm for and comfort using technology in and out of the classroom.
- A clear interest in, knowledge of, and ability to work with Upper School students.
- Self-confidence with demonstrated ability to work collaboratively.
- Ability to physically and mentally perform multiple tasks while working on multiple projects simultaneously under "deadline" situations.
- Excellent written communication and interpersonal skills.

Physical Requirements and Work Environment

- Essential functions require maintaining physical condition necessary for activities such as sitting, standing, walking, kneeling, crouching, stooping, squatting, and lifting an average of 30 lbs.
- Regularly use close and distance vision.
- Turn, reach, and occasionally climb.
- Work in a traditional climate-controlled environment.

Application Procedures

Interested candidates, please email a cover letter, resume, statement of educational philosophy, and contact information for three professional references to careers@sch.org.

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