



UNIVERSITY OF DETROIT JESUIT

HIGH SCHOOL AND ACADEMY

ENGLISH TEACHER

Job Summary:

University of Detroit Jesuit High School and Academy is seeking an experienced full-time English teacher for students in grades 7 and 9. Duties would include instruction for five sections of English to include literature, composition, formal English grammar, and sentence diagramming. Additional duties would include one period of student perfecting and one homeroom period in accordance with department/school policies in effect at the time of hire.

Our Mission: University of Detroit Jesuit High School and Academy is committed to providing the highest quality Jesuit Catholic college preparatory education for young men throughout metropolitan Detroit. University of Detroit Jesuit, in collaboration with parents, will challenge its students to go beyond academic excellence, to be reflective, to be committed to the service of faith and promotion of justice, and to be “Men for Others.”

Our School: U of D Jesuit strives to develop graduates who are open to growth, committed to doing justice, loving, religious, and intellectually competent. Employees must be committed to understanding, promoting, and modeling the mission and vision of U of D Jesuit in their day-to-day activity. All U of D Jesuit faculty and staff are required to attend a Day of Reflection during the school year.

Reports to: Chairperson, English Department

Employment Category: Full-time, Exempt

Duties and Responsibilities:

A day shall consist of five (5) teaching periods, one (1) lunch period, one (1) homeroom period, one (1) period given to perfecting or other School duty as the Principal or his assistant may assign, and at least one (1) period unencumbered by instructional or supervisory responsibilities to provide time for planning, student conferences, preparation for effective teaching and attention to major program improvement and innovation.

The Teacher's services shall include the preparation and correction of examinations, proctoring, and substitution. Also included are the customary conferences with students and parents; individual guidance of students; service on faculty committees; active service in studying departmental and School problems; preparation of syllabi; attendance at commencement, faculty meetings and other School functions; and such other professional services as in the judgment of the Principal, the needs of the School shall require. Furthermore, all Teachers are considered assistant disciplinarians.

Faculty members are expected to participate in appropriate professional development activities in order to stay current in their assigned teaching fields, program and discipline, as well as in the delivery of remote learning. Attendance at professional development days as determined by the Principal is

mandatory. Professional development days may be scheduled prior to the first day of classes and during the school year.

Qualifications & Experience:

A Bachelor's degree in English and a Michigan teaching certification with a BA endorsement is required. Master's degree preferred.

Other Skills and Abilities:

- Knowledge of synchronous and asynchronous remote learning instruction.
- Ability to effectively utilize digital applications and software such as Microsoft Office Suite, Google Suite, Adobe, Zoom, etc.
- Ability to implement policy and procedure.
- Strong communication, organizational, and interpersonal skills.

This posting documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct and monitor the work of employees under their supervision.

Compensation: Commensurate with qualifications and experience. Full benefits package also included.

Application Procedures:

Submit cover letter, resume, and a completed Teacher Application Form (located at <https://www.uofdjesuit.org/quicklinks/employment-opportunities>) to FacultyJobs@uofdjesuit.org.

U of D Jesuit reserves the right to close this posting prior to its original end date once a sufficient number of applications have been received.

University of Detroit Jesuit High School and Academy is an Equal Opportunity Employer and considers all candidates for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity, the school may consider a candidate's religious affiliation in its employment decisions, consistent with State and Federal law.