



Job Title: Upper School English Teacher

Position Title: Upper School English Teacher	Reports to: Head of Upper School
Job Category: Professional	FLSA: Exempt
FTE: 1.0	Current Date: February 2023

General Summary: Supports the School’s mission by cultivating excellence in learning, leadership, and citizenship. Exhibits the desire and ability to learn, champion, and grow USM’s Round Table pedagogy which combines shared inquiry, sustained student-led discussions, and elements of the Harkness method. Teaches reading and writing as modes of exploration and catalysts for learning. Possesses significant experience creating student-centered English classrooms appropriate to USM's distinctive Round Table approach. Performs complex professional work including curriculum alignment, collaboration on grade-level teams, and design of inclusive English literature and elective courses.

Essential Duties and Responsibilities:

- Increases the academic performance of all students in the English content area by creating a classroom environment conducive to learning.
 - Plans instruction consistent with the School’s approved curriculum for Upper School English.
 - Creates a supportive learning environment for all students that encourages social interaction, active engagement in learning, and self-motivation.
 - Plans a program of study that meets the individual needs and abilities of all students.
 - Continuously collects, analyzes, and reports data on the effectiveness of English instruction.
 - Prepares for classes as assigned and shows evidence of lesson preparation upon request.
 - Develops a variety of formative and summative assessments to guide instruction and assess student learning.
 - Provides regular feedback to students and parents.
 - Works collaboratively with colleagues and administrators to strengthen the English program.
 - Initiates, implements, and coordinates a variety of program components that further enrich the School’s English program.
 - Establishes and maintains standards of student behavior needed to achieve an optimal learning atmosphere in the classroom.
 - Promotes students’ educational and career objectives by meeting one-on-one with students, preparing letters of recommendation, etc.
 - Ability and desire to serve as an advisor to a small group of students for four consecutive years.
 - Generates lesson plans for substitute teachers.
 - Attends and participates in professional meetings, including collaborative teams, US meetings, and professional development.
 - Completes other tasks as deemed appropriate by the Upper School Administration.
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Knowledge, Skills and Abilities:

- Strong content knowledge in English literature and best practices in English instruction.
- Possesses knowledge of academic and creative writing pedagogies; able to teach critical reading, analytical writing, and creative writing.
- Skilled at eliciting critical thinking both during class discussions and in written assignments.
- Proven genuine commitment to teaching inclusive texts, writers, stories, and voices and to culturally competent and culturally sustaining pedagogy.
- Ability to design, create, and revise curriculum to differentiate and meet students' individual needs.
- Experience teaching and supporting diverse learners, including intervention strategies in reading and writing.
- Ability to successfully engage in synchronous and asynchronous learning.
- Strong classroom management skills.
- Eagerness to build strong relationships with all students and families and create a sense of belonging in the classroom and across the School.
- Ability to work collaboratively with colleagues and maintain positive professional relationships by exercising strong interpersonal skills.
- Ability to read, comprehend, follow, and give oral and written instructions.
- Excellent writing and communication skills.
- Excellent organizational skills with a strong degree of self-direction and motivation.
- High level of maturity, confidentiality, and assertiveness.
- Capable of using tact and diplomacy in dealing with others.
- Capable of competently operating technology, including Blackbaud and GoogleClassroom.

Education and Experience:

- Bachelor's or Master's Degree in English; Master's Degree preferred
- 3-5 years' teaching experience

Education and Experience:

- **Bachelor's or Master's Degree in English or Education preferred; Master's Degree preferred**
- **3-5 years teaching experience**
- **Experience in educational technology**

Working Conditions: Good working conditions in a school environment

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer screen and various reports. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and ability to adjust focus.				X
Hearing: Must be able to hear well enough to communicate with students, employees, and others.				X
Standing/walking/sitting				X
Climbing/Stooping/kneeling/balancing.		X		
Lifting/pulling/pushing up to 5-25 lbs (i.e. boxes of books and mobile computer carts, etc.)		X		
Manual dexterity to operate computer and office equipment.				X
Bending at the neck and waist.			X	
Communication: Ability to talk, hear, and express and understand ideas and thoughts. Able to meet multiple demands from several people and interact with public and staff.				X



Drug Free Workplace:

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment at University School of School of Milwaukee pursuant to the Substance Abuse/Drug Free Workplace policy.

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding the position and additional rules may be assigned.