



**Position Title:** English Teacher  
**Position Status:** Full-time  
**FLSA Classification:** Exempt  
**Reports To:** Head of Upper School  
and English Department Chair

### Position Purpose

Teach 4 sections of upper school English and advise a group of upper school students. Facilitate learning by establishing a relationship with students through resources and the classroom environment. Design curriculum and develop lesson plans in line with the SCH English Department curriculum objectives. Develop and foster appropriate skills and social abilities to enable the optimum development of students. Integrate technology as an essential and regular component of student learning experiences. Incorporate cultural competency and establish an inclusive classroom with a strong sense of belonging.

### Essential Functions

- Teaches reading and writing to upper school students.
- Establishes clear objectives for all lessons, units, projects, and assessments.
- Works collaboratively with grade-level team teachers to build common lessons, units, projects and assessments.
- Evaluates and grades students' class work, assignments, and papers in a timely manner.
- Creates an inclusive classroom community and personally demonstrates cultural competency.
- Designs, refines and innovates teaching practice.
- Develops constructive and cooperative working relationships with others and maintains them over time.
- Confers with parents or guardians, teachers, counselors, and administrators in order to resolve students' behavioral and academic problems.
- Establishes and enforces rules for behavior and procedures for maintaining order among the students.
- Meets with parents or guardians as needed to discuss their child's progress and to determine their priorities and needs.
- Advises nine to fourteen students, provides academic and emotional support, and communicates regularly with parents and guardians of advisees.
- Participates in weekly community and school service programs and weekly activities programs.
- Participates in the coordination of multi-night overnight field trips and chaperones overnight field trips up to one week in length as part of the Outdoor Education program.
- Attends weekly grade-level team meetings, faculty meetings, open houses, conferences, and events, etc.
- Performs additional faculty duties as assigned, such as substitute teaching and lunch duty coverage, etc.
- Takes an active role in student life.

### Qualifications

- Bachelor's degree in English or English Education; a master's degree or working towards a master's degree preferred.
- A minimum of 1–3 years of Upper School English teaching is required; 4 or more years of 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 a demonstrated ability to work collaboratively.
- Ability to work on multiple projects simultaneously under "deadline" situations.
- Ability to apply common-sense understanding and to carry out instructions furnished in written or oral form.
- Ability to ascertain which people may need immediate assistance and to act accordingly.
- Fluent with the classroom use of technology.
- 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, equity inclusivity, and belonging.
- Excellent written, verbal, communication and interpersonal skills.

### Physical Requirements and Work Environment

- Be able to occasionally lift up to 30 lbs.
- Able to move around the classroom and other school environments.
- Regularly use close and distance vision.

### Application Procedure

To be considered, candidates must upload a cover letter, resume, statement of teaching philosophy, and information for three references through our online platform. Please follow [this link](#).

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