



## Part-Time Faculty – Teacher Job Description

**Classification: Part-time, Exempt, Academic Year**

**Reports To: Assistant Head for Instruction**

### Standards for Faculty

The School expects an unusual degree of commitment from its Faculty, both in the quality of teaching and the attention paid to individual students beyond the classroom. In decisions concerning hiring and retaining Faculty members, the School seeks and expects the following:

- (a) demonstrated expertise in the Faculty member's subject area(s) and excellence in classroom teaching;
- (b) respect for students and an ability to work with teenagers;
- (c) willingness to collaborate with colleagues;
- (d) willingness to be readily available to students for counseling, extra help, field trips and other co-curricular activities;
- (e) special interests and enthusiasms beyond the subject area which can be shared in the School community; and
- (f) commitment to continued professional growth and development.

### Duties and responsibilities

- Plan instruction to meet the needs of a diverse range of learners.
- Prepare and organize curriculum and instruction using digital course conferences accessible by students.
- Communicate with Advisors, Deans and/or parents/guardians as needed about individual student performance.
- Evaluate and return formative assessments in a timely and effective manner.
- Maintain clear and accurate records of student performance.
- Write student reports (three-week reports, interim reports, course reports, college letters) and submit reports and grades in a timely manner.
- Participate in all faculty meetings, department meetings, and collaborative team meetings to work with colleagues on design and pedagogy.
- Each Regular Part-time Faculty member (44%-89% FTE) teaching between four to eight (4-8) classes is expected to:
  - Participate in one of the Department's Tutorial sessions each week.
  - Serve as an Advisor if you teach 7 or 8 classes.
  - Serve as a chaperone for one School event.
  - Either serve on one School committee or advise one student club/activity. The School designates student club/activities as either major clubs or minor clubs; advising one major club is equivalent to advising two minor clubs.
  - Supervise one study hall per week; the number of terms with study hall proctoring responsibilities depends on the extent of part time status
  - Faculty who teach between 4-6 classes should confer with the Dean of Faculty on a term-by-term basis to determine appropriate participation in faculty and department meetings.

## **Qualifications**

- Bachelor's Degree or higher
- Teaching or other leadership experience in a secondary school setting
- An authentic consonance with the stated core values of the Urban School

## **Physical Requirements and Working Conditions**

- Typical Working Conditions: Climate-controlled, classroom environment. Occasional outdoor overnight field trips with classes and Grade Level Groups.
- Equipment Used: Laptop computer, SmartBoard, printer/copy machine
- Essential Physical Tasks: Some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. This job requires 50% sitting, 10% walking, and 40% standing.