Upper School English Teacher

The English Teacher at Ransom Everglades Upper School (US) is a full-time faculty reporting to the Humanities Department Chair. This position is responsible for teaching a combination of American Literature, Creative Writing, and English Composition courses and others in the Upper School curriculum and promoting lifelong learning while engaging and supporting a diverse student body in a value-based community. This faculty member supports the school’s value for inquiry-based, student-centered learning, emphasis on global perspectives, and ongoing commitment to diversity, equity, and inclusion.

Essential Duties Responsibilities

- Teach five courses throughout the year.
- Deliver engaging and effective lessons to students in grades 9-12, using various instructional strategies to cater to different learning styles.
- Create and administer assessments to measure student learning and progress. This includes quizzes, tests, projects, and cumulative exams.
- Provide thoughtful, individualized feedback and support to students who need extra help, including tutoring during office hours before or after school.
- Take attendance and maintain a positive, structured, disciplined learning environment that fosters student engagement and respect for the subject matter.
- Participate in ongoing professional development opportunities to stay current with best practices in education and pedagogy.
- Regularly communicate with parents about their child's progress, including through parent-teacher conferences and progress reports.
- Work collaboratively with other faculty members, especially within the English department, to share resources, strategies, and insights.
- Participate in section meetings, department meetings, all-school meetings, and multi-day meetings at the beginning and end of the school year, and professional development meetings.
- Serve as Academic Advisor, participate in student activities, engage in the life of the school community by attending events, contributing to school initiatives, and supporting the school's mission.
- Take attendance and maintain a positive, structured, disciplined learning environment that fosters student engagement and respect for the subject matter.

Qualifications

- Bachelor’s degree in a related field. A master’s degree is preferred.
- Experience teaching American Literature, Creative Writing, or English Composition in a school.
- Experience teaching at the upper school level is preferred.
- Independent school teaching experience is preferred.
- Evidence of establishing positive relationships with colleagues, students, and parents.
- Familiarity with using technology in education is strongly preferred.
- Strong computer skills preferred

Knowledge, Skills, and Abilities

- Excellent oral and written communication skills.
Performance Factors:
Attendance and Dependability: The employee can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.
Communication and Contact: The employee communicates effectively both verbally and in writing with superiors, colleagues, and individuals inside and outside the School.
Relationships with Others: The employee works effectively and relates well with others, including superiors, colleagues, and individuals inside and outside of the School. The employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

The RE Way

Our Mission
Guided by the words of Paul C. Ransom, Ransom Everglades School produces graduates who “believe that they are in the world not so much for what they can get out of it as for what they can put into it.”

Ransom Everglades School prepares students for a lifelong journey of learning, the call to service, and the responsibility to lead in an environment that fosters academic and co-curricular excellence as well as social wellbeing.

The school’s caring faculty and staff empower students to explore their passions, discover their strengths, and develop their character so they can pursue their ambitions and lead purposeful lives.

Core Values
Joy & Wellbeing
We prioritize the wellbeing of our students, ensuring they feel supported by the community, have ample opportunity to explore their varied interests, and find joy and balance in their lives.

Service & Outreach
We deliver on the promises of founders Paul C. Ransom and Marie and Edward Swenson by guiding students to make a positive contribution to our school community, the neighboring Coconut Grove community and the broader world.

Support & Community
We are a supportive community where all members feel accepted and valued for their unique talents and contributions.

Diversity & Inclusion
We are a diverse community, and we promote collaborative inquiry, open-minded discussion and authentic curiosity about different perspectives and cultures.

Honor & Excellence
We build on a tradition of honor and academic excellence where students, mentored by inspiring faculty, are challenged to think deeply, critically, empathetically and creatively.

Supporting Excellence
Ransom Everglades faculty members are expected to pursue a continuous program of professional development and engagement and are supported in doing so by the flexibility and financial generosity of the school and its benefactors and our membership in the FolioCollaborative. The school regularly distributes
books for the faculty to read together and brings national guest speakers to campus to work with the faculty. Every faculty member and student is issued a stylus-enabled laptop computer. Microsoft 365, including Teams and OneNote, G Suite Enterprise Edition for Education, and the Adobe Creative Suite, as well as subscriptions to a number of other platforms, are provided for all faculty and students. Classrooms are equipped with ViewSonic interactive displays.

A competitive compensation is based on the experience and qualifications of the person selected. Ransom Everglades offers a comprehensive benefits package, including retirement, health and dental insurance, disability and life insurance, and other benefits. Florida has no state or local income taxes.

**How to Apply**

Please visit https://www.ransomeverglades.org/about/careers to complete an application and submit it with a resume, cover letter, a list of three professional references, and any other relevant materials to careers@ransomeverglades.org.

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Ransom Everglades School (RE) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, RE complies with applicable state and local laws governing nondiscrimination in employment in every location in which RE has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. RE expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

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**Middle School**  
2045 South Bayshore Drive, Coconut Grove, FL 33133  
Phone: 305-250-6850

**Upper School**  
3575 Main Highway, Coconut Grove, FL 33133  
Phone: 305-460-8800

Founded in 1903, Ransom Everglades School is a coeducational, college preparatory day school for grades 6 - 12 located on two campuses in Coconut Grove, Florida. Ransom Everglades School produces graduates who “believe that they are in the world not so much for what they can get out of it as for what they can put into it.” The school provides rigorous college preparation that promotes the student’s sense of identity, community, personal integrity and values for a productive and satisfying life, and prepares the student to lead and to contribute to society.