



Position Title: Long-Term Sub, English (US)
Position Status: Full-time, August-January
FLSA Classification: Exempt
Reports To: English Department Chair and Head of Upper School

Position Purpose

Teach three sections of English 9 and one Upper School English elective. Design curriculum and develop lesson plans in line with curriculum objectives and SCH English Department curriculum maps. Develop and foster the appropriate skills and social abilities to enable the optimum development of students. Teach cultural competency and foster an inclusive classroom.

Essential Functions

- Establishes clear objectives for all lessons, units, and assessments.
- Works collaboratively with grade-level team teachers to build common lessons, units, and assessments.
- Welcomes and applies feedback with a growth mindset.
- Designs, refines, and innovates teaching practice.
- Instructs students individually and in groups using diverse teaching methods.
- Evaluates and grades students' classwork, assignments, and papers in a timely manner.
- Adapts teaching methods and instructional materials to meet students' varying needs and interests.
- Develops constructive and cooperative working relationships with others and maintains them over time.
- Establishes and enforces rules for behavior and procedures for maintaining order among the students.
- Meets with parents or guardians to discuss their child's progress and determine their priorities and needs.
- Attends faculty/staff meetings, collaborative meetings, open houses, parent/teacher conferences, special events, etc., as required.
- Takes an active role in student life.
- Performs additional duties as assigned by the Department Chair and/or Head of Upper School

Qualifications

- Bachelor's degree in English or English Education; a master's degree or working towards a master's degree preferred.
- Demonstrates sensitivity, knowledge, and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building.
- Demonstrates deep understanding of cultural competency skills and enthusiasm for issues of diversity, inclusivity, and multiculturalism.
- At least 1–3 years of English teaching experience is 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 demonstrated ability to work collaboratively.
- Ability to physically and mentally perform multiple tasks while working on multiple projects simultaneously under "deadline" situations.
- Excellent written, communication, and interpersonal skills.

Physical Requirements and Work Environment

- Work in an environment dealing with a wide variety of deadlines and a varied and diverse array of contacts.
- May work at a desk and computer for extended periods of time.
- Be able to occasionally lift up to 30 lbs.
- Work primarily in a traditional climate-controlled office environment.
- Able to move around a classroom and other school environments.

Application Procedures

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

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