

THE HARVEY SCHOOL

Upper School English Teacher Job Description

Position Description

Teach four courses in the English Department in grades 9-12, staff the Writing Room, and supervise two after-school activities. Perform the role of student advisor for a group of students and assume other duties as assigned by the Head of Upper School.

Primary Responsibilities

- Ensure the safety and well-being of all students in the school.
- Develop course curricula aligned to learning standards, create lesson plans with defined learning objectives, teach classes, and provide support to students in and out of class.
- Maintain current and detailed documentation for all students, including information related to grading, behavior, attendance, etc.
- Staff the Writing Room to support student writing development and teach content-area writing skills.
- Advise an assigned roster of students, guiding them on academic, extracurricular, and social issues relating to their school experience. Keep appropriate school personnel informed of any issues that arise beyond the scope of your responsibilities as a student advisor.
- Supervise after-school activities while ensuring student safety at all times, giving direction appropriate to the activity, and modeling good behavior and citizenship.

Secondary Responsibilities

- Stay current with trends in English content and instructional methods appropriate for teaching English to different learning styles. Collaborate with department colleagues and, if appropriate, with other teachers in the school.
- With the involvement of your department chair and division head, create a personal development plan that will enhance your professional performance. This may include identifying professional development activities and opportunities that will sharpen teaching skills and broaden your knowledge base to advance the school's educational objectives.

Minimum Qualifications

- Bachelor's degree in English or English education. Master's degree in education-related field preferred.
- At least four years of experience as a classroom teacher. Independent school experience preferred; international school experience a plus.
- Ability to collaborate with faculty, staff, admin, and parents.
- Ability to communicate clearly and effectively, verbally and in writing.
- Strong organizational skills, attention to detail, and follow-through.
- Positive attitude, flexible approach, and a sense of humor.

The salary range for this position is \$50,000-\$70,000, commensurate with experience and qualifications.

To apply for this position: Please send a single PDF file that includes a cover letter, resume, and three references to employment@harveyschool.org. Please include the position title in the subject line.