



JOB DESCRIPTION

Job Title: Classroom Teacher – English (part-time)

FLSA Status: Exempt Non-Exempt Part-time

Job Summary:

This part-time position is responsible for teaching students how to comprehend, think, speak, and write clearly, cogently, and effectively through the study of great literature and writing. The De Smet Jesuit High School English Department provides a college preparatory curriculum that creates an understanding of the human condition by exploring Ignatian values and ideals through the study of various literary genres. De Smet Jesuit classroom teachers collaborate to build a supportive, dynamic, and interesting program that engages young men. Faculty members are involved with curriculum design, culture building and extracurricular programming in addition to their classroom teaching responsibilities.

Specific Responsibilities:

Teaching:

- Teach three sections of students
- Read and analyze all prescribed reading ahead of time to gain a thorough understanding of assigned literature before developing lesson plans
- Keep abreast of current events and develop knowledge of historical events affecting authors to provide context and relevance of literature to students
- Maintain up-to-date lesson plans; develop RUBRICS for projects and other class activities; and maintain up-to-date scope and sequence for courses taught using published curriculum framework and *Understanding by Design*, in coordination with the department head
- Prepare interesting and challenging lessons and units which promote skills, knowledge and critical thinking consistent with course outcomes and the principles of the Ignatian Pedagogical Paradigm
- Provide opportunities for independent writing, guide students through the creative process, help them understand writing techniques and grammatical skills, and provide personalized evaluation and feedback
- Organize guest speakers, literary events and field trips
- Communicate regular feedback with students about their progress and maintain regular and open communication with parents
- Be conscientious in correcting tests, quizzes, exams, and to return papers to student promptly
- Maintain a classroom environment consistent with the Jesuit mission of the school including *cura personalis*, *magis*, and “Finding God in All Things”
- Take accurate attendance at the beginning of each class period
- Have contingency plans available in case of emergency absence
- Actively support the spiritual growth of students in the Ignatian tradition
- Work collaboratively with other teachers, especially those within department and teaching similar courses
- Stay up to date with classroom technology applications and regularly incorporate them into lesson plans

- Communicate with the School Counselor and parents when a student has academic difficulty

General Responsibilities:

- Arrive in school by 7:45 and conduct daily homeroom. Leave no earlier than 3:30 p.m.
- Be available to students and remain in the building as needed each regular day
- Be willing and available to confer with parents when a meeting is requested or necessary
- Respond to all communications from parents and outside constituents within 24 hours
- Communicate with the Guidance Counselor when a student has academic difficulty
- Attend faculty meetings, department meetings, special events and other professional functions
- Issue progress reports, grades and advisor letters at the designated times
- Accompany students to assemblies and sit with them
- Be available for supervision of activities and some non-instructional responsibilities (study coverage, substitution duty, etc.)
- Work closely with the Administration whenever special discipline problems occur
- Work with the Dean of Academics in updating course syllabi, and scope and sequence
- Be aware of any abuse of the facilities and equipment and act upon this information
- Monitor and control the use of all equipment in the classroom
- Have working knowledge and be supportive of all rules and policies in the Student/Parent Handbook
- Actively implement professional growth plans
- Ensure that personal appearance, speech, and behavior always reflect and exemplify Ignatian values
- Be responsible for expectations and policies written in the Faculty Handbook, directives of the school administration and the Promise to Protect, Pledge to Heal Policy for the Protection of Children and Young People

Supervision Exercised:

- Students, presenters or other visitors brought in to share information about this subject

Supervision Received (Title of Supervisor):

- Principal

Minimum Qualifications:

- Bachelor's degree in English or related area
- At least two years' secondary or post-secondary teaching experience

Additional Preferred Qualifications:

- Master's degree or higher in English or Literature
- Experience in teaching college credit/AP English courses
- Understanding of and commitment to the spirit and mission of Jesuit education
- Practicing Catholic, committed to Catholic orthodoxy