



MADEIRA

Title: English Teacher
Department: English
Reports to: Department Head

Position Purpose

To support and achieve the School's mission and vision by effectively facilitating learning in student-centered college preparatory classrooms.

Key Accountabilities

- Manage a standard load of up to 21 of 28 blocks of a combination of teaching, facilitating activities, on-campus professional development and collaboration
- Plan and prepare innovative and rigorous instructional content
- Have the content knowledge and personal flexibility to teach a diverse group of students in a range of classes, up through the Advanced Placement level
- Work collaboratively with a team of faculty, colleagues, administrators and parents
- Maintain accurate student records such as grades and comments and communicate such data in accordance with the Academic Calendar and School expectations
- Perform all duties associated with advising, which includes participation in first-year advisor orientation program and serving as a student advisor in subsequent years
- Know how girls learn and use this knowledge to guide instructional and curricular decisions; apply principles of mind, brain and education science when teaching, developing curriculum, and assessing student learning
- Support and act in accordance with the school's mission and values
- Other duties as assigned

Qualifications

- Bachelor's degree required; Master's degree in content area preferred
- Teaching experience required
- Ability to demonstrate growth mindset, optimism, and belief that all students can learn required
- Ability to innovate and think creatively about education
- Ability to make contribution to the School outside one's academic department, including to activities program, residential program, and interdisciplinary offerings
- Ability to use and adapt to a wide-array of technology as tools to support and deepen student learning and instruction
- Assist in being a practitioner of diversity, equity and inclusion
- Uphold the School's professional standards including punctuality, courtesy and discretion
- Serves additional on-campus duties each year in support of the residential program
- Work a daily schedule that begins at 7:50 a.m. and ends at 4:15 p.m.

Disclaimer: The above describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required.

The Madeira School reserves the right to change any or all content of this job description based on business needs. The incumbent, if applicable, will be notified of any changes before they become effective.