



Upper School (7-12) English Teacher

Job Title: English Teacher
Date: August 2024

Status: 10-month, Full-time/Exempt employee
Reports to: Director of Academics

School Overview

Springwood School is a private, K4-12, college and career preparatory day and international boarding school led by Christian leaders who are guided by the school's mission to inspire the mind, train the body, and nourish the spirit.

Position Summary

The Upper School English Teacher's curriculum will likely include American Literature, World Literature, Honors World Literature, AP Language Arts and AP Literature. Through their deep understanding of both the subject area(s) and the developmental stage of their students, a Springwood teacher passionately and expertly educates the whole child. This position reports to the Director of Academics.

Essential Functions

The specific tasks, duties, and responsibilities of this job include, but are not limited to:

- Classroom Preparation
 - Plan, prepare, and deliver academic lessons and instructional materials that facilitate active learning and higher-order thinking. Develop lesson plans, learning activities, and assessments that align to the school curriculum
 - Provide a variety of learning tools and resources that support classroom learning objectives
- Classroom Management and Communications
 - Establish classroom management procedures utilizing best practices that foster a positive learning environment
 - Maintain a well-designed and structured classroom that fosters student learning and achievement
 - Establish and communicate clear objectives for all learning activities
 - Provide appropriate feedback on student learning and academic progress to both students and parents
 - Communicate necessary information regularly to students, parents, colleagues, and administrators regarding student progress and needs
- Classroom Technology
 - Instruct and monitor students in the use of learning materials, equipment, and technology
 - Utilize relevant technology to support and differentiate instruction
- Classroom Assessments
 - Observe and evaluate student learning and development
 - Assign and grade classwork, homework, projects, tests, and other assignments that support mastery of the classroom learning goals and objectives



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- Encourage and monitor the progress of individual students utilizing both formative and summative assessment strategies
- Academic Record-Keeping
 - Maintain accurate and complete records of student learning and development following school policy and procedures
 - Update and submit all necessary records accurately and completely as required by school policy and regulations
- Extra Classroom responsibilities
 - Participate in departmental, team, school, parent, and community meetings
 - Attend all required school functions including but not limited to parent orientations, Baccalaureate, and Commencement
 - Serve in assigned roles at school functions and in several co-curricular leadership roles such as athletics coaches, fine arts activity leadership, club or class sponsor

Qualifications

Education

- A Bachelor's Degree from an accredited college or university
- Current Alabama or state teaching certification preferred

Experience

- 3+ years' experience in full-time classroom preferred
- Previous experience in a private school environment preferred

Additional Responsibilities

The statements in this job description are intended to represent the key duties, essential nature and level of work being performed. They are not intended to be all responsibilities or qualifications of the job.

All employees are expected to support the mission and vision of Springwood School, and to contribute to the overall life and culture of our students.

Selection Process

1. Completed applications will be reviewed by the Director of Academics.
2. Selected candidates will be invited to interview for the position.
3. Any offers of employment are pending satisfactory results of both a criminal/social media background check and a drug screen
4. We wish to thank all applicants for their interest and effort in applying for this position; however only candidates selected for interviews will be contacted

In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.