ABOUT GIRLS PREPARATORY SCHOOL:
Girls Preparatory School (GPS) was founded in 1906 to provide girls with the necessary courses to pursue a college education. GPS has proudly graduated almost 6000 young women since then. Currently, 131 faculty and staff serve 600 girls in grades 6-12 with a college preparatory curriculum that includes a full complement of humanities, arts, and STEM courses, and co-curricular programs of leadership development, athletics, performing arts, and community engagement.

TEACHING POSITION SUMMARY:
The candidate for this position will be expected to design and maintain a class environment favorable to girls’ academic and personal growth and to establish effective rapport with students while maintaining proper classroom management. The ideal candidate will be enthusiastic about teaching girls at different grade levels and adjusting classroom management skills accordingly. They will work within a team setting of shared ideas and constructive feedback in a collaborative manner. Daily instructional plans should demonstrate knowledge of best practice in differentiated instruction and implement 21st-century pedagogical approaches, encouraging student-led inquiry and creative critical thinking.

The ideal candidate will demonstrate an educational and academic background in English language, literature, writing, and pedagogy. Additionally, they will also have experience in interdisciplinary connections, specifically within the humanities, curriculum design, and in cultivating global perspectives in students.

TEACHING DUTIES AND RESPONSIBILITIES:
Reporting to the Division Heads, GPS teachers are expected to do the following:
● Create a classroom environment that actively engages students and is developmentally appropriate for the age, maturity, and interests of the students;
● Employ a variety of instructional and assessment strategies, including, but not limited to, direct instruction, guided practice, demonstrations, discussions, and inquiry-based learning activities to facilitate knowledge and skill development;
● Plan, develop, and execute lessons that reflect the co-developed curriculum;
● Adapt English course curriculum for individual or small group instruction to meet the needs of identified students or subgroups of students;
● Evaluate the academic and social growth of students;
● Evaluate student progress and, with the assistance of support services, develop a path for all students to meet course standards in knowledge and skills;
● Establish and maintain standards of student behavior;
● Serve as an advisor within the school’s advisory program;
● Co-sponsor or sponsor a club or school activity;
● Know emergency plans and evacuation routes for the classrooms assigned;
● Know and follow school procedures and regulations; and
● Perform other related duties as directed by the Head of School or Upper or Middle School Division Heads.

QUALIFICATIONS:
- Bachelor’s degree or post-graduate work in English, English education, or a related field; MA or MEd highly desirable;
- A minimum of three to five years of teaching experience;
- Understanding of and commitment to the instructional and educational practices that support, guide, and inspire girls and young women to identify their strengths and hopes for their futures;
- Demonstrated commitment to building cultural competencies and empowering students to engage across differences;
- A desire to be a school educator both inside and outside the classroom;
- Excellent planning and organizational skills; and
- Outstanding and varied written and verbal communication skills.

It is the School’s policy to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, genetic information, veteran status, or disability or any other characteristic protected under federal, state, or local anti-discrimination laws. It is the intent and resolve of the School to comply with the letter and the spirit of the law in the implementation of all facets of equal opportunity. The School’s equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment.

All employees are responsible for complying with the School’s equal employment opportunity policy.

Interested and qualified candidates should apply here.