Academy of Our Lady of Peace

Job Description: English Teacher

Report to: English Department Chairperson and the Assistant Principal of Curriculum and Instruction

School Profile:
OLP is a school of 750 students and a diverse educational community that strives to educate young women to the needs of society. As a Bring Your Own Device (BYOD) school, OLP places a strong emphasis on 21st-century learning skills across the curriculum. The professional culture at OLP is committed to continuous improvement and lifelong learning. Students are passionate about being involved in the school community, and OLP prides itself on graduating women leaders who are making a difference in all academic fields. Find out more about our school at www.aolp.org.

Job Summary:
The Academy of Our Lady of Peace seeks a full-time English Teacher who wants to make a positive impact on the lives of OLP students by upholding and communicating the school mission, philosophy, and core values while modeling behavior that inspires excellence and enthusiasm, helping students grow to become young women of heart, faith, and courage in the spirit of the Sisters of St. Joseph. Specifically, we seek an individual who preferably has experience with high school English instruction, particularly in working with Advanced Placement (AP) or honors level students. Desirable skill sets include being well-versed in various forms and uses of technology including the use of Google for Education tools, Learning Management Systems (LMS), and emerging learning technologies. Applicants must show a willingness to support diverse student learners, teach diverse texts, and to work with fellow English teachers closely both in Professional Learning Communities (PLCs) and as a team.

General Teacher Responsibilities:
- Provide and develop instruction for 5 full-time English classes (course assignment TBD upon hiring). Curriculum is established and teacher will work with a mentor within the department and Department Chairperson to ensure support in the transition.
- Assess and report on student progress throughout the year.
- Support students through scheduled office hours outside of classroom time.
- Attend monthly department meetings, monthly faculty meetings, monthly professional development meetings, and required meetings for new teacher induction.
- Substitute 6 times per year for absent faculty.
Monitor a G Block study Hall daily.
Serve in required chaperoning (dances, school events, etc.) and campus supervising (lunch, break, and detention) duty capacities. Number of chaperone and supervisory duties are determined by the Assistant Principals of Student Life and Curriculum and Instruction for the year. These duties are divided equitably amongst the faculty.
Moderate a minimum of 1 extra-curricular activity/club.

Essential Skills/Qualifications:
This position requires a thorough understanding of classroom instructional principles and practices, a high level of professionalism, attention to detail, self-motivation, organization and familiarity with the mission of OLP. In addition, the ideal candidate must meet the following criteria:

- Single Subject Teaching Credential (CA preferred)
- Bachelor’s Degree (BA) (required), Master’s Degree (preferred)
- Previous teaching experience (desired)
- Comfortable working with high school students and fellow English Department members
- Possess relevant computer and technology skills
- Be motivated to learn and possess flexibility in a changing environment
- Possess knowledge of evolving instructional pedagogy and teaching diverse texts
- Well versed with research, online search strategies, and MLA citations
- Passion for reading and interest in various book genres
- Excellent written and oral communication skills
- Possess a student-centered nature with strong collaborative and interpersonal skills
- Creative and innovative skills that can be used to design engaging instruction

Required Documents:
At the time of submitting your application, OLP requires both a cover letter and resume, along with three references from supervisors who have seen your work directly, and verification of degree credentials. Upon hiring you will be required to complete a TB test, Livescan fingerprinting, and provide all official transcripts.

We offer a competitive salary. For this position, placement on the salary schedule is based on education and experience.