About The Hockaday School:

The Hockaday School is an independent, college preparatory school for girls of strong potential and diverse backgrounds who may be expected to assume positions of responsibility and leadership in a rapidly changing world. With an enrollment of more than 1,100 students, The Hockaday School is the nation’s largest prekindergarten through grade 12 independent girls’ school. Ranked among the country’s finest college preparatory schools, it was founded over a century ago and continues today to build on its original Four Cornerstones: Character, Courtesy, Scholarship, and Athletics.

Hockaday’s faculty are recognized as experienced leaders in their field and students in every grade benefit from outstanding faculty and access to unmatched resources. Families who choose Hockaday care deeply about providing their daughters with a comprehensive and rigorous education, both inside and outside the classroom. Hockaday’s student body reflects the diversity that is deeply valued by the School. While most Hockaday families come from across the greater Dallas-Fort Worth area, Hockaday students also come from across the United States and around the world.

Position Description:

The Hockaday School is seeking a full-time teacher of history and English to be a vibrant member of the Middle School faculty beginning in the 2022–2023 school year. Expertise and experience teaching World History and English are preferred.

At Hockaday, a full-time teaching assignment is comprised of teaching five 80-minute class periods every two days which would result in three class periods one day and two class periods the second. In addition to the assigned classes, faculty are expected to serve as a grade-level advisor. The teacher will have a passion for effective uses of technology that expand class time and engage the class in the global community. This position will have ongoing opportunities for professional development.

The History and English Departments encourage students to understand the world around them from multiple perspectives. Teachers develop engaging lesson plans creating an environment that allows students to think critically, read with appreciation and understanding, and write authentically for various audiences and purposes, including research.

Qualified candidates will possess a mastery of the subjects, pedagogical versatility, and commitment to students. They model the joy of learning and embrace professional development opportunities as they seek the best for students and themselves. In addition to teaching and advisory responsibilities, the teacher will sponsor clubs as needed and be available for student extracurricular activities.
Essential Functions:

- Teach five 80-minute class periods every two days
- Teach courses in History and English to Middle School students
- Serve as an advisor to a group of Middle School students
- Develop and execute engaging lesson plans creating an environment that allows students to think critically and independently
- Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students
- Effectively use technology in a way that expands class time and engages the class in the global community
- The ability to teach students both in the classroom and online, as needed
- Communicate effectively with students, colleagues, and parents
- Other duties as assigned

Qualifications/Experience:

- A master's degree in history, English, or a related field is preferred
- Teaching experience in history and/or English, ideally in a school setting
- Experience with Middle School students is preferred
- Experience and interest in developing innovative uses of technology in the classroom as well as comfort with its administrative use
- Commitment to being a supportive, respectful, and energetic colleague and mentor
- Experience developing curriculum strongly preferred
- Experience and interest in developing innovative uses of technology in the classroom as well as comfort with its administrative use
- Commitment to being a supportive, respectful, and energetic colleague
- Must successfully complete background screening and verification

Training:

- Participate in all requisite School trainings prior to the start of the school, and throughout the School year
- Attend required staff development and training sessions throughout the year
- Attend periodic in-service meetings
- Acknowledge receipt of the current Employee Handbook and are responsible for reviewing the contents and abiding by rules, policies and procedures stated in the Handbook or otherwise by the School
- Abide by Hockaday’s Code of Ethics and Conduct
- Commit to the ideals expressed in Hockaday’s Tenets of Faculty Excellence

Physical Requirements and Work Environment:

- Regularly works in standard office or classroom conditions and climate
- Regularly uses close and distance vision, including working at a computer screen for extended periods of time; ability to observe students from various distances
- Frequently required to move around the office/classroom; works at a desk for extended periods of time
- Ability to occasionally move items weighing up to 30lbs. across the classroom
- Sometimes works in an occasionally stressful environment, effectively dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts with stamina to maintain attention to detail despite interruptions
- Ability to periodically support before and after-school or weekend events
- Ability to maintain appropriate boundaries with students, fellow staff and community members
Limitations and Disclaimer:
The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration’s assignment of essential functions; and nothing in this herein restricts administration’s right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

Application Requirements:
Qualified candidates should complete an online application for employment under “How to Apply” at https://www.hockaday.org/about/employment and attach a cover letter and résumé. You will receive an email confirming receipt of your application and additional details to complete the application process. Contact recruitment@hockaday.org with any questions.

The Hockaday School is an equal opportunity employer. It is our policy not to discriminate, and to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, color, sex, sexual orientation, creed, religion, national origin, ethnicity, age, disability, veteran status, or other applicable protected classification.