Position Description

Job Title: Upper School English Teacher

St. Catherine's School is an Episcopal day school in Richmond, Virginia, founded in 1890 enrolling 946 girls age 3 through grade 12. Located on a 16-acre campus in the western part of the city, St. Catherine's core values include pursuing academic excellence, developing character, nurturing spiritual growth, celebrating individuals, and building community.

St. Catherine's School provides a rigorous education that prepares girls with diverse perspectives for a lifetime of learning, leadership, and service in a global community.

POSITION OVERVIEW

St. Catherine’s School seeks a committed, enthusiastic, and innovative Upper School English Teacher to begin work for the 2022-2023 school term. The Upper School English curriculum focuses on helping students to develop an appreciation for literature written by diverse authors, critical thinking skills to analyze literature from multiple viewpoints, and communication skills to convey ideas and arguments cogently in writing and in speech. The Grade 9 curriculum introduces students to literary analysis through a genre study of world literature, while the Grade 10 and 11 surveys present an overview of British and American literature, respectively. Students choose from an array of diverse elective courses in the senior year.

Supervisor: Director of Upper School; English Department Chair

Supervisory Responsibilities: N/A

Position Status: Salaried, exempt, full-time, regular, 9-month

Hours of Work: Standard work week. Occasional evening chaperoning and travel supervision.

ESSENTIAL RESPONSIBILITIES

- Create a classroom community based on the School's core values
- Professional experience and/or a personal commitment to increasing understanding of topics and initiatives related to diversity, access, equity, and belonging
- Developing and implementing the English curriculum that includes a focus on skill development
- Teach a variety of courses in the English Department at more than one grade level and be willing to design senior electives
• Work collaboratively with and align with colleagues teaching same-level courses
• Serve as an Upper School academic advisor
• Sponsor extracurricular activities
• Assist in leading the Upper School’s X-Term experiential learning program
• Serve on School life committees when requested
• Find joy in working with students and the wider School community both in teaching and taking part in the broader life of the School

REQUIREMENTS AND QUALIFICATIONS

• Bachelor’s degree in English (master’s preferred)
• Experience in and passion for teaching English at the Upper School level
• Demonstrated creative and energetic teaching
• Strong classroom management skills
• Articulate current trends in English education and proven history of implementation of these trends
• Exceptional interpersonal and communication skills, both oral and written
• Facility with and strong implementation of educational technologies
• Interest in coaching a sport or leading a co-curricular activity is desired
• Uphold the high standards of the School’s established program

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this position, the employee is required to sit; stand; walk; use hands to finger, handle and feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch and crawl; talk and hear; engage in moderately strenuous physical activity both indoors and out; and smell. The employee may occasionally lift or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to become CPR and First Aid Certified.

TRAVEL

Occasional overnight and out-of-area travel may also be required for special events.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

St. Catherine’s School does not discriminate on the basis of race, gender, sexual orientation, or national and ethnic origin in the administration of its hiring practices. St. Catherine’s School is committed to providing an inclusive educational environment. We actively engage students, families,
faculty and staff from diverse backgrounds and experiences. Our School community respects the differences in ethnicity, race, religion, sexual orientation and socioeconomic status. Consistent with the School’s mission, St. Catherine’s fosters in our students, and experts from all others, respect for the dignity and wholeness of every person. For more information about the school’s Access, Equity and Belonging please follow this link https://www.st.catherines.org/about/access-equity-and-belonging.

BACKGROUND CHECK STATEMENT

Each employee’s employment and continued employment is contingent upon the authorization for and completion of a successful background check – in the School’s ultimate opinion. Such background check may involve criminal, credit, abuse and neglect and/or driving records. The School may request authorization for a background check at any time. Failure to authorize the School to conduct a background check may result in an applicant not being considered for a position and an employee to be terminated. As a result of their contact with students, employees may also be required to provide proof of vaccination for COVID-19 in accordance with the school’s COVID-19 vaccine mandate or request an accommodation.

Note: This position description has been designed to indicate the general nature and level of work to be performed by employees within this classification. This position description should not be interpreted as a comprehensive inventory of all duties and responsibilities required or assigned to an employee in this position. Nothing contained in this position description restricts St. Catherine’s School’s right to assign or reassign duties and responsibilities to this position at any time.

To apply for this position, click here https://apply.workable.com/st-catherines-school/j/2850DAEE61/