Upper School Theology & Campus Ministry Teacher

Dedicated to excellence in academics, the development of faith, and an emphasis on the whole child, Oak Knoll, a member of the Holy Child Network of Schools, offers a premier college preparatory program for girls in its grades 7–12 Upper School. For a full-time position to begin in August 2022, Oak Knoll is seeking a dynamic and collaborative Theology teacher to join the department.

Key Responsibilities:

- Have the content knowledge and intellectual flexibility to teach Theology from introductory through advanced levels to students in grades 7-12
- Plan, prepare, and deliver innovative, intellectually engaging, and academically rigorous instructional content that promotes successful learning
- Use technology to deliver instruction that supports and deepens student learning
- Understand how girls learn and use this knowledge to guide instructional and curricular decisions; apply principles of mind, brain and education science when teaching, developing curriculum, and assessing student learning
- Collaborate in the evaluation and design of Theology department curriculum
- Serve as an active member of the Campus Ministry team
- Serve as an advisor to a small group of students and support their social and emotional learning
- Work collaboratively and professionally with a teaching team, faculty, colleagues, students, administrators, and parents
- Ensure timely communication with parents on issues concerning students’ learning needs
- Maintain accurate student records such as grades and comments and communicate such data in accordance with the academic calendar and School expectations
- Collaborate with Lower School Theology Department to ensure curricular alignment
- Engage in continuing professional development
- Participate fully in the life of the Upper School, including attending faculty meetings and in-service
- Engage in all aspects of the Oak Knoll community while promoting and supporting the OKS mission, vision, and values
- Perform other duties as assigned by, and in support of, the Division Head and Head of School
- Report to the Theology Department Chair

Qualifications

- 3+ years teaching experience at the middle and/or high school level
- Bachelor’s degree required; Master’s degree preferred (degrees in related subject matter)
- All Oak Knoll theology teachers must be a practicing Catholic
- A commitment to girls’ education and to the educational mission of the Catholic Church through the philosophy and spirituality of Cornelia Connelly
- Ability to demonstrate growth mindset, optimism, and belief that all students can excel
- An education mindset that believes that a teacher’s role is to innovate and think creatively about education and meeting the needs of every child
- Experience as a practitioner of diversity, equity and inclusion in and outside of the classroom
- Highly collaborative and self-motivated
- Ability to make contributions to the School outside one’s academic department, including to club and advisory programs
• Ability to uphold the School’s professional standards including punctuality, courtesy and discretion
• Excellent interpersonal communication skills (oral and written), organizational, problem solving, and interpersonal skills

About Oak Knoll
Founded in 1924 by the Sisters of the Holy Child Jesus, Oak Knoll is a Catholic, independent day school with a coeducational Lower School (K-6) and an all-girls Upper School (7-12). As a member of the Holy Child Network, Oak Knoll is grounded in the educational philosophy of Cornelia Connelly, who valued the growth of the whole child “in all learning and all virtues.” Located on 11 acres in suburban Summit, NJ, Oak Knoll is recognized as a top-rated institution in an area that values education. Oak Knoll draws from more than 65 surrounding communities. There are 325 girls enrolled in the Upper School, with 192 children in the Lower School. While the student body is predominantly Catholic, Oak Knoll welcomes children, as well as faculty and staff, of all faiths.

To apply, please send a cover letter, resume, and contact information for three references to UpperSchoolJobs@OakKnoll.org.