

GREENWOOD SCHOOL
9920 Regency Square Boulevard
Jacksonville, Florida

POSITION DESCRIPTION

JOB TITLE: Teaching Faculty (General Listing)

DEPARTMENT: Faculty

REPORTING TO: Associate Head of School

DEPT. OF LABOR STATUS: Full-Time, with Benefits; Exempt
-or-
Part-Time, as needed (Substitutes only)

General Information:

- This job listing is not tied to a specific current opening. The general details of the job description of a full-time faculty member at Greenwood School are provided here so that we may gather information on potential candidates for possible future positions that may become available.
- Greenwood School can always use more Substitute Faculty—if applying for a possible future position that may become available, please specify if you are willing & able to substitute during 2020-2021 school year.
- Starting Salary minimum is \$45,500; additional considerations dependent upon degree level, state certification(s) held, and prior experience.
- Benefits for full-time faculty include:
 - Payment of health insurance premiums up to predetermined amount (current year = max of \$650/month) for employee; competitive rates for family plans, vision, and dental plans.
 - Payment of basic life insurance coverage up to \$25k for employee.
 - Employee Assistance Program (EAP) for access to consulting & care in a variety of areas, including mental health support services.
 - Paid Time Off: one day earned per month.
 - Retirement Plan: full time employees may opt to defer portion of salary to retirement plan from day 1, fully vested. After 2 years, School automatically contributes to retirement plan for all full-time employees.
- Substitute faculty pay is \$100 - \$125 per day, dependent upon qualifications and availability.

Requirements:

- Bachelor's Degree (minimum), preferably in Education, Exceptional Student Education, Secondary Education, with a focus (12 credit hours minimum) in core subject area (English/Language Arts, Science, Mathematics, History/Social Studies).
- Teaching experience with grades 6 - 12 (public or private).
- Experience working with exceptional students (ESE certification through Florida Department of Education preferred, professional development available from School if not yet obtained).
- FLDOE Certification not required for hire, but preferred (and will be expected professional development goal for continued employment).

Duties and Responsibilities:

I. Teach Core Subject courses and/or Enrichment Courses for 6th through 12th grades.

A. Per-semester **minimum requirements and expectations:**

1. Core instruction per Master Schedule in assigned core subject area(s).
2. If available period in Master Schedule, teach one additional enrichment course as determined by Associate Head of School;
3. Sponsorship/leadership of extra-curricular activities (coordinate with Dean of Students to determine).

B. Collaboration with subject area team(s) and cross-curricular team(s) faculty members for integrated studies, projects, and efforts in support of Greenwood School mission.

C. Generate and maintain course curriculum maps in Atlas software.

II. Maintain and Promptly Report Accurate Student Records.

- #### **A. Administrative responsibilities include—but are not limited to— student attendance, grading information, and collaboration with grade-level appropriate Department Head and the Dean of Students concerning general student behavior and performance.**

- B. Communicate successes and concerns appropriately to student(s)' parent/guardian, grade-level appropriate Department Head, and the Dean of Students.
- C. Respond to parent communications promptly and appropriately, keeping grade-level appropriate Department Head and the Dean of Students informed of any need for support.

III. Support School Administrative Team, Faculty Team(s), Students, and Families.

- A. Attend and participate in scheduled faculty meetings, professional learning communities, professional development programs, departmental collaboration sessions, and curriculum development efforts.
- B. Adhere to policies contained within the Greenwood School Employee Handbook and directives from School Leadership Team.
- C. Provide constructive feedback in Team planning sessions.
- D. Set and consistently work toward professional development goals in coordination with and as directed by Associate Head of School.
- E. Attend School events when available.

IV. Other Duties and Responsibilities

As required/requested by Head of School, coordinated with faculty member for needs and/or opportunities that may arise.