

GREENWOOD SCHOOL
9920 Regency Square Boulevard
Jacksonville, Florida

POSITION DESCRIPTION

JOB TITLE: English Language Arts Teaching Faculty

DEPARTMENT: Faculty

DEPT. OF LABOR STATUS: Full-time with Benefits; Exempt

Requirements:

- Bachelor's Degree (Minimum), preferable in Education, Exceptional Student Education, Secondary Education, with focus (12 credit hours minimum) in core subject area of English/Language Arts)
- 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 required for hire in ELA, ESE certification not required for hire (will be a professional development goal when hired)

Duties and Responsibilities (Direct and Supervisory):

- I. **Teach English Language Arts Core courses and possible Enrichment courses for Middle (6-8) or High (9-12):**
 - A. Pre-semester **minimum** requirements and expectations:
 1. Core instructor per Master Schedule in assigned subject area(s) (secondary English Language Arts).
 2. Sponsorship / leadership of extra-curricular activities, at least one semester.
 - 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's 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 informed of any need for support.
- C.** Respond to parent communications promptly and appropriately,

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 School administration
- 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.

Created 12/03/2018

Edited 1/23/2023