

GREENWOOD SCHOOL
9920 Regency Square Boulevard
Jacksonville, Florida

POSITION DESCRIPTION

JOB TITLE: Teaching Faculty

DEPARTMENT: Faculty

REPORTING TO: Associate Head of School

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

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 (Direct and Supervisory):

- 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 (average 2.5 hours/week, 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.

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