Position Title: Prep – English Teacher
FLSA Classification: Exempt, 100% FTE (4 sections) 10-month schedule of duties
Reports To: Principal of the Preparatory
Position Purpose: The English Teacher prepares curriculum and teaches English to high school students grades 9-12

Essential Functions
- Teaches English successfully to high school students.
- Prepares course materials such as syllabi, homework assignments, and student resources.
- Maintains accurate student attendance records, grades, and other required records.
- Evaluates student work and provides meaningful feedback to guide learning / growth.
- Plans, evaluates, and revises curricula, course content, course materials, and methods of instruction.
- Establishes and maintains an effective classroom culture that supports student learning.
- Collaborates with colleagues to develop and renew curriculum and other school programs.
- Contributes actively to build a vibrant faculty/staff learning culture.
- Maintains regularly scheduled office hours in order to advise and assist students.
- Maintains expertise in subject matter and pedagogy through professional development.

Qualifications
- A clear commitment to the educational philosophy of the school as articulated in the Goals and Criteria of Sacred Heart Schools and professional behavior modeled on it.
- BA degree in relevant field and prior experience teaching adolescents, minimum three years preferred.
- Demonstrated commitment to equity and inclusion.
- Demonstrated ability to teach adolescents with joy and verve.
- Demonstrated ability to integrate innovative technology to support student learning.
- Demonstrated ability to support all learners, including those with a learning difference or identified learning disability.
- Demonstrated passion for literature and composition and fostering a passion in adolescents to read and write complex texts.
- Willingness to adapt to an existing curriculum as well as contribute ideas to enhance the academic program.
- Excellent verbal and written communication skills, as well as outstanding interpersonal skills.
- BA degree in a relevant field and three years of relevant teaching experience.

Preferred Qualifications
- Prior experience working in an independent/Catholic school environment.
- Master’s degree in a relevant field and/or teaching credential in appropriate subject matter.

Physical Requirements and Work Environment
- Works in a highly stressful environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts.
- Ability to travel safely and comfortably across a 64-acre campus.
- May work at a desk and computer for extended periods of time.
- Be able to occasionally lift up to 30 lbs.
- Work primarily in a traditional climate controlled classroom environment and intermittently in outside weather conditions, including heat and cold typical to the Mid-Peninsula in the Bay Area.
- Available and willing to attend and work on overnight trips, on occasion.

Employment
This position offers competitive compensation and health and welfare benefits subject to plan parameters, including but not limited to medical, dental, vision, Life & LTD, 403(b) retirement plan and more.

To Apply
To apply online send a resume and cover letter to hr@shschools.org and indicate Prep English 2020-21 in the subject line of the e-mail. You may also mail your resume and cover letter to: Sacred Heart Schools, 150 Valparaiso Avenue, Atherton, CA 94027 Attention Human Resources: Prep English 2020-21