



Job Description: English Teacher
Classification: Full Time, Salaried, Exempt
Reports to: English Department Chair and Dean of Inclusive Excellence

Job Summary:

Foxcroft School seeks a full-time, experienced English Teacher, who is prepared to teach all levels of high school English. Candidates should have energy, enthusiasm, and strong interpersonal and communication skills. In addition, candidates should demonstrate an understanding of the developmental needs of adolescent girls as well as be versed in instructional strategies for teaching English to girls and for integrating technology in the classroom.

Key Responsibilities:

As part of the English Department, you will be responsible for teaching 3 sections of Exploration in Narrative and Persuasion: English 2 and one section of Inquiry through Language and Composition: English 4 in the 2021-2022 school year. You will work collaboratively within your department to support students and future teaching assignments. Additionally, you will collaborate with all Faculty in updating curriculum, to include technology integration, experiential learning opportunities, as well as interdisciplinary approaches to teaching. Participation and commitment to the residential student experience, including advising, weekend and dorm duty and extracurricular activities, is an expectation.

No job description can anticipate all responsibilities; as such, there may be other assigned duties.

Qualifications:

- A Masters' in English, Education, or related field and/or related experience is preferred.
- Classroom teaching experience is preferred.
- Demonstrated engagement in student life outside the classroom and ability to work with a diverse student population.
- Strong history of collaboration and teamwork with colleagues and the ability to build relationships with multiple constituencies including students, parents, alumnae and the greater community.

Other Qualifications:

All prospective employees must be able to clear a fingerprint and background check.

Physical Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position an incumbent is required to regularly remain sedentary for long periods of time while processing information and paperwork both manually and on a computer. Jobs are sedentary if walking and standing is required only occasionally and all other sedentary criteria are met.

The employee uses hands and arms to reach and must be able to use fingers and hands to type and manipulate a computer keyboard and mouse. The requirements of the job include repetitive motions of the wrists, hands and/or fingers.

The employee is regularly required to listen, physically direct, and speak. Additionally, this position must be able to converse clearly in both written and oral communications, over a telephone and in person. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Occasionally the employee must exert up to 10 pounds of force and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move object, including the human body.

The worker is not substantially exposed to adverse environmental conditions (typical office or administrative work).

Work hours may vary and include days, nights, and weekends.

The noise level in the work environment is usually moderately quiet; however, variations in noise level may occur when the employee attends school functions such as assemblies, graduation and other events.