



**Contact:** Monica Lewis  
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Mayra Diaz  
Head of Middle School  
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# ENGLISH TEACHER

**Department:** English

**FLSA:** Exempt

**Reports to:** English Department Chair

**Schedule:** Full time, academic year

**Designation:** Teaching Faculty

**Travel:** Rare

## POSITION SUMMARY

The English Department seeks a qualified and innovative English teacher who is deeply knowledgeable and thoughtful about reading and writing pedagogy, and literature study. Teachers in the Greenhills English Department provide students with rich and meaningful learning experiences that inspire them to be lifelong learners, readers, and writers who will take their places as informed, responsible, engaged citizens of their local, national, and global communities.

Greenhills School is eager to consider applications from groups traditionally underrepresented in independent school communities. We seek a diverse mix of talented, student-centered educators and role models who bring joy and good humor to our classrooms, fields, and offices, employ a broad array of effective instructional methods, work collaboratively with colleagues, solicit and respond to student feedback, and commit to reflective practice and continual growth. We pride ourselves on being a warm and welcoming inclusive community.

## DUTIES AND RESPONSIBILITIES

- Teach four sections of English
- Carry a one-credit, non-teaching duty (coaching preferred)
- Participate in advising and co-curricular programs: Typical responsibilities of a full-time teacher include coaching and some after-school programming, such as advising clubs.
- Collaborate with department colleagues on pedagogy and curriculum, especially in courses shared between teachers: Vertically align coursework to provide students with a meaningful scope and sequence throughout their middle and upper school English experience, and with colleagues across departments to create interdisciplinary learning experiences for students.



- Reflect on instructional practices and seek out opportunities for professional development.
- Create inclusive, effective and curious classroom environments and provide learning support for students inside and outside of the classroom as needed, including implementing formal accommodations, in consultation with the Greenhills Learning Center.
- Practice clear, timely, and professional communication with students, parents, and colleagues.
- Attend regular department, faculty, and other meetings.
- Promote an inclusive working and community environment.
- Serve as a role model in maintaining appropriate standards of care for students and maintaining healthy boundaries in student and professional relationships.

## SKILLS AND EXPERIENCE REQUIRED

- B.A. or B.S. in English, or a related field required; master's degree in a relevant field is preferred.
- Several years of teaching experience, ideally at the secondary and middle level, is preferred.

## PHYSICAL REQUIREMENTS TO PERFORM THE ESSENTIAL FUNCTIONS

- Office environment.
- Repetitive motion, use of keyboard.
- Occasional light lifting and carrying.
- Regular standing, stooping and walking to various locations on campus.
- Greenhills School property is a tobacco-free environment.

## HOW TO APPLY

Candidates should send a cover letter, resume, and contact information for three professional references to Mayra Diaz, head of middle school, and Monica Lewis, English department chair, via email at [mdiaz@greenhillsschool.org](mailto:mdiaz@greenhillsschool.org) and [mlewis@greenhillsschool.org](mailto:mlewis@greenhillsschool.org). No phone inquiries please.

**Application Deadline:** We will continue reviewing applications until the position is filled.

## ADDITIONAL INFORMATION

**Compensation:** Salary is competitive, commensurate with experience and education level, and includes lunch when school is in session. Greenhills provides a comprehensive benefits package, which includes a variety of health insurance offerings, dental, vision, life, and short- and long-term disability offerings, HRA/FSA options, and retirement benefits through TIAA.



The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This position description is subject to change at any time.

*Greenhills School is an Equal Opportunity Employer. Greenhills School does not unlawfully discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, genetic information, disability, or national or ancestral origin in the administration of its educational policies, scholarship and loan programs, athletic and other School-administered programs, or in the administration of its hiring and employment practices.*