

English Teacher

Job Title: Wheaton Academy Teacher - English

Department: Faculty

Reports to: Principal

Classification: Exempt: 10-month employee

Hours: Full-time (Mid-August through Mid-June)

Benefits: Applicable per designated classification

Prepared Date: 2018

Job Summary: The Wheaton Academy English teacher must be a spiritually sensitive individual who understands the mission and philosophy of Wheaton Academy. The teacher must be a born-again Christian with spiritual maturity in academic and leadership abilities that will enable him/her to teach God's truth. The ability to communicate well with various types of people, handle confidential information appropriately, maintain a courteous, professional, and respectful attitude and integrity in all situations are pre-requisites.

Essential Duties and Responsibilities include teaching one or more subjects of English by performing the following duties:

Instruction: Planning and Preparation

- Displays basic content knowledge and makes connections with other disciplines
- Displays occasional use and awareness of resources available through the school or beyond
- Develops clear assessment criteria and standards
- Uses assessment results to plan for the class as a whole
- Uses consistent lesson planning
- Resolves student confusion with clarified directions and procedures
- Prepares students for further study, and the material is taught in a manner which students understand

Instruction: Planning and Execution

- Adapts learning activities using variety of techniques recognizing the importance of student learning methods, instructional goals and recent professional research
- Practices structure in lesson planning and implementation
- Paces each lesson with defined scheduling for learning benchmarks
- Involves students in engaging discussions
- Uses technology frequently
- Develops and applies strategies to make the curriculum rigorous and relevant
- Naturally and regularly integrates biblical principles into his/her subject
- Provides more time and support to students needing additional help in order to promote student success

Assessment:

- Uses proposed approach to assess instructional goals
- Provides enough opportunity for students to demonstrate they understand
- Provides timely feedback
- Updates grades and assignments on Academy Central
- Adheres to department intervention strategies
- Assesses students fairly and accurately according to stated clear class expectations
- Prepares students to score at or above benchmarks on AP tests, national language exams, and college readiness benchmarks

Learning Environment:

- Implements classroom procedures to ensure that the classroom is safe and comfortable for all students
- Provides a classroom environment that is a place of care and respect for all

- Establishes clear standards of conduct in the classroom
- Responds to student misbehavior with positive consistent results
- Establishes a neat and tidy classroom, appropriate for learning
- Communicates importance of the work assignments
- Demonstrates a concern for students' ability and giftedness

Professional Responsibilities:

- Keeps ACSI certification up to date in specific teaching area
- Completes administrative duties and arrives to meetings on time
- Dresses professionally and according to WA dress code
- Adheres to the school's required procedures for communicating to parents
- Makes occasional, successful attempts to engage families in the instructional program
- Regularly demonstrates a positive and enthusiastic attitude about WA, its community, Board and administrative decisions, and its activities
- Expresses a positive attitude toward administrative decisions even when not in agreement
- Fully engages in department meetings and collaboration
- Respects, works well, cooperates & collaborates with colleagues, staff, and administration
- Attends conferences/seminars and applies what he/she learns staying current in subject area
- Formulates decisions based on professional considerations
- Participates in school events
- Recognizes unsafe or inappropriate situations and environments
- Sets and meets annual goals that improve student learning

Community Relations:

- Supports and is accountable to the WA mission
- Exhibits skill at conferencing with parents and extinguishing conflict
- Returns phone calls and e-mails in a timely fashion
- Adheres to department and school intervention plans for struggling students
- Stays up to date in what his/her students participate in, and frequently talks to them about it
- Shares and highlights church participation, God's work in their life, and answers to prayer
- Demonstrates clearly the fruits of the spirit

Spiritual Formation:

- Has a growing and vibrant relationship with Jesus Christ
- Demonstrates spiritual maturity and desire to mentor and disciple students
- Maintains active participation in local protestant evangelical church
- Agrees with principles of a Living Curriculum TeacherSM and strives to improve as a LCT
- Treats students respectfully, and students indicate that they can approach the teacher outside of class for help
- Develops discipleship relationships with students

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B.A.) or (B.S.) from four-year college or university; Illinois State Certification for Secondary Education. Master's degree may be preferred but not required. Consideration may be given for highly qualified individuals who are in pursuit of credentials stated above.