



ENGLISH TEACHER JOB DESCRIPTION

MMI Preparatory School seeks an innovative and qualified Middle and Upper School teacher to join our English faculty for the 22-23 AY. Candidates should have a strong literature and composition background with an equally strong commitment to student development and success. The position will involve teaching students in grades 6 to 12 while also leading co-curricular activities and/or coaching athletics. Teaching responsibilities will include at least one Middle School grade level and one Upper School grade level. The successful applicant will be a motivated individual with a keen interest in encouraging and inspiring students.

The ideal candidate will have strong content knowledge with a passion for teaching, a desire to be an active participant in shaping an innovative curriculum, and a willingness to experiment with learning methodologies that enable students to take ownership of their learning.

A bachelor's degree in English or related field is required; A master's degree in English or related field is preferred. The successful candidate will work as part of a dynamic, high-energy educational team and will have strong interpersonal, communication, and organizational skills.

MAJOR DUTIES AND RESPONSIBILITIES

- Teaches content and skills in English language, literature, and composition to middle and upper school students.
- Oversees and fosters the academic, social, and character development of each student.
- Develops and maintains long range and daily instructional plans for each course using a variety of teaching and assessment tools and strategies.
- Integrates technology seamlessly into teaching strategies and practices.
- Develops lessons that promote problem solving, creative thinking, collaboration and effective communication skills while encouraging risk-taking in learning and modeling life-long learning.
- Actively involves students in the classroom through group work, project-based learning, exploration, questioning, discussion, and other cooperative teaching techniques.
- Establishes and maintains standards of student conduct with cooperation of the school administration.
- Maintains professional competence through participation in school and/or self-selected professional growth activities.
- Identifies student needs, and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
- Communicates with parents and school counselors on the individual student's progress.
- Shares in the sponsorship of student activities and participates in faculty committees.
- Acts as a Class Advisor/Homeroom Teacher to encourage and develop social cohesion within the grade level assigned.

Interested candidates should email their resume, cover letter, clearances and three references to: jobs@mmiprep.org E.O.E