TEMPORARY ENGLISH TEACHER

CLASSIFICATION: EXEMPT

FAMILY: FACULTY_9501

EEO CLASSIFICATION: PROFESSIONAL: 25-2031

REPORTS TO: English Department Chair/Principal

DATE CREATED: 11/14/2019

DATE REVIEWED: 11/14/2019

<table>
<thead>
<tr>
<th>Required Education/Experience</th>
<th>Preferred Qualifications/Experience</th>
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<tbody>
<tr>
<td>Bachelor Degree in English</td>
<td>Master’s Degree</td>
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<tr>
<td>Teaching experience</td>
<td>Type 09 IL Licensure (strongly preferred); Out of state license from an accredited college/university (considered)</td>
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<td>Teaching experience in high school setting</td>
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Additional Eligibility Qualifications

Strong communication and interpersonal relationship skills.
Team-oriented, collegial contributor to department and school’s goals.
Able to be supportive and empower students to develop critical thinking skills.

MISSION STATEMENT

The mission of Benet Academy, as a Catholic, Benedictine, college preparatory high school, is to provide a disciplined educational environment that fosters the ongoing religious, intellectual and social development of its students.
JOB DESCRIPTION

Summary/Objective
To develop in each student college-ready skills in the four pillars of English including grammar, writing, reading and speaking; to foster in each student an appreciation and interest in literature and poetry; to develop creative and critical thinking and analysis skills; to prepare students to write competently using formal English grammar and vocabulary, and to impart in students the skills needed for classroom presentations and public speaking.

Essential Functions

1. Teaches formal English grammar and vocabulary building using the department designated texts, the writing process through modeling and timely feedback, speech and listening skills, and literary analysis using various teaching methods including but not limited to lectures, discussions, and demonstrations. Instruction includes timely feedback.

2. Establishes clear objectives for all lessons, units, and projects following curriculum guidelines, and communicates those objectives to students.

3. Prepares, administers, and grades regular assignments, and formative and summative assessments to evaluate students’ progress while managing and keeping current the online grade book.

4. Maintains accurate and complete student records as required by laws and administrative regulations.

5. Integrates technology which includes but may not be limited to computers, iPads, and audiovisual aids to supplement lessons.

6. Maintains an orderly classroom environment through high levels of expectation, rapport, rigor, discipline, and engagement.

7. Confers with parents or guardians, other teachers, counselors, and administrators in order to enhance student learning, address academic difficulties, and resolve behavioral issues.
8. Attends staff and department meetings, educational conferences, and committee meetings in order to maintain and improve professional competence.

9. Collaborates with other teachers and administrators in the development, evaluation, and revision of programs.

10. Works cooperatively with other English teachers in planning and pacing for a balanced English program as well as with administrators, other faculty and staff.

11. Supervises field trips, visits by guest speakers, or other experiential activities, and guides students in learning from those activities.

12. Interprets assessment results to determine instructional strategies based on student needs.

13. Coaches or moderates extracurricular activities such as athletic teams, student clubs and organizations, and academic contests, etc..

14. Performs supervisory duties of students during study halls, homerooms and cafeteria periods.

15. Establishes a before and/or after school schedule in order to assist students who require extra help in mastering skills/materials. Prepares recommendations for students as needed for college admissions.

Competencies

1. Self-motivation
2. High energy level
3. Verbal and written communication skills
4. Attention to detail
5. High work standards
6. Problem solving
7. Decision making
8. Organizing and Planning
9. Learning Orientation
10. Critical thinking
11. Stress tolerance
12. Flexibility and Adaptability
13. Initiative
14. Collegial, team contributor

Supervisory Responsibility

This position does not have any supervisory responsibilities other than those stated above in Essential Functions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable
accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is in a school that combines standard office setting including standard office equipment (copier, phone, computer, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate and occasionally high. Employees may be exposed to bloodborne pathogens.

Physical Demands

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, walking, running, kneeling, crouching, and/or crawling; and significant fine finger dexterity. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness. Ability to lift a minimum 25 lbs.

Position Type/Hours of Work

This is a temporary appointment due to the absence of the postholder because of a leave of absence and who is expected to return to work. Your temporary employment is expected to end upon the postholder’s return to which the specifics will be written in a contract or unless terminated earlier. If the postholder is unable or unwilling to return, Benet Academy will decide whether to appoint a permanent replacement or to make other arrangements for the work to be carried out.

Faculty members should be in attendance for the entire school day and should arrive by 7:30 a.m. or earlier (to assist students) and depart after 3:00 p.m. This also includes those teachers who have unassigned first or ninth period.

Travel

Throughout the school year and during the summer months, there may be opportunities for travel tours, field trips, and off-campus overnight events. Although some of these may be school sponsored, the Academy recognizes that the students and the faculty may choose to participate in non-school sponsored educational travel tours and field trips.

EEO Statement
Benet Academy is an equal employment opportunity employer, that does not—because of race, color, creed, religion, ancestry, age, sex, marital status, national origin, physical or mental disability or handicap, or veteran status—fail or refuse to hire qualified applicants. Benet Academy reserves the right, however, to determine whether and under what circumstances priority should be given to Catholics for certain employment positions. In addition, for Catholic employees, conformance with religious tenets of the Catholic faith is a condition of employment, and all employees are prohibited from performing, teaching, or advocating any practices or doctrines which are inconsistent with religious tenets of the Catholic faith.

Other duties as assigned

Serves as a positive role model and supports the teachings of the Roman Catholic Church at all times. Creates a faith-focused learning environment within the department and school and maintains a Catholic culture in his or her department that is demonstrated by words, images, deeds, manner of dress, actions, etc.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for a English Teacher at Benet Academy. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Print Name: ___________________________________________________

Employee Signature: _________________________________ Date: ____________

This job description has been approved by all levels of management:

Principal: _______________________________________________________

Dept. Chair: ______________________________________________________

HR Manager: ____________________________________________________