

Upper School English Teacher

The Academy of the Sacred Heart in New Orleans, founded in 1867, is an independent, Catholic, college-prep institution for girls offering 17 years of instruction for one-year-olds through twelfth grade. Academy of the Sacred Heart is one of 24 Network of Sacred Heart Schools in the United States-Canada sponsored by the Religious of the Sacred Heart (RSCJ).

Job Description

The Academy of the Sacred Heart is seeking a **full-time English Teacher for the Upper School (grades 9-12)**. The English Teacher as an Upper School faculty member is directly accountable to the Upper School Division Head. S(he) works with the Division Head, Dean of Students, students and parents to ensure that the spirit and life of the school reflect the *Goals and Criteria* of Sacred Heart education. S(he):

- Understands, embraces and implements the school's mission and philosophy as written in the *Goals and Criteria*; participates in the Christ-centered life of the school; and models the school's philosophy in working with students, parents, colleagues and administration.
- Works with the Division Head to execute responsibilities relating to the academic program promoting best practices in curriculum development and implementation, classroom design, classroom management, student evaluation, progress reports and parent communication.
- Works with the counselors and learning specialist to aid students in achieving the maximum development and social, emotional and intellectual growth.
- Collects, analyzes, and shares information regarding student progress and goals for growth
- Actively supervises as well as interacts with students at all times.
- Plans and maintains a safe, clean learning environment and in assuring the well-being and safety of the students in his/her care.
- Maintains a cooperative attitude of working together with the Division Head, colleagues, volunteers and parents in planning and implementing activities.
- Attends and participates in the following: chapels, liturgical functions, retreats, faculty/department/in-service meetings, assemblies, parent assemblies, conferences and other school functions, as requested.
- Assists with additional duties as needed.
- Maintains professional currency by yearly participation in the professional development program (which includes opportunities for attendance at conferences, workshops and educational meetings and for advanced coursework) and by regular reading of educational journals, discipline-related materials and social-emotional best practices.
- Develops relationships with individual students and families through the advisory program.
- Agrees to fulfill the terms of the contract of employment.
- Models ethical and professional behavior including compliance with the school's technology and social media policy

Preferred Qualifications (not required)

- A master's degree in English
- Current secondary English certification
- At least two years of teaching experience at the high school level; experience with AP English
- Ability to design innovative, engaging, and differentiated instruction
- Enthusiasm for working collaboratively with colleagues including the desire to plan integrative curriculum experiences across disciplines.
- Excellent communication skills and ability to constructively collaborate with colleagues and parents

Application Process

Applicants should submit the following to www.ashrosary.org/careers.

1. Cover letter indicating why they are particularly interested in and qualified for the position.
2. Current résumé.
3. Names, addresses and telephone numbers of three references from current and/or former direct supervisors. (We will obtain permission from candidates before contacting references.)

The Academy of the Sacred Heart is an equal opportunity employer. The goal of the Academy of the Sacred Heart is to hire and motivate an outstanding and diverse faculty and staff who work together harmoniously toward the common mission.