



FACULTY JOB DESCRIPTION

Position/Title: English Department Chair
Appointment: School Year 2018/2019
Reports To: Director of the Upper School

Laurel School seeks talented faculty who will put our students first and strive to make a difference in their lives. We seek to attract culturally and academically diverse faculty who thrive on being engaged participants in our community. The most successful candidates see opportunities before problems, can laugh at themselves and succeed in a fast paced, forward-thinking educational environment. We are particularly interested in attracting teachers who have lived internationally, who have experience in residential settings, who view themselves as entrepreneurial, flexible, curious and creative. Laurel lives the mission: to inspire each girl to fulfill her promise and to better the world. We continually challenge our community to dream, dare, and do.

Position Opening:

We are seeking an experienced English Department Chair devoted to assessing and developing English curriculum and leading outstanding teachers through collaboration and relationship-building. Laurel Department Chairs are part of a forward-thinking curricular team that examines best practices, leadership strategies, and curricular issues. Laurel Chairs work with Division Directors as part of the evaluative process for department members. They are responsible for the pedagogical approach of their departments, including the shaping of curricular design, scope, and sequence; the implementation of our curricular philosophy; the use of the Butler Campus; and the integration of LCRG research and equity and inclusion skills. They also have oversight of the professional development needs of their departments. We expect that, as a curricular leader at Laurel, a Department Chair will also be excited about working with students outside of the classroom, particularly through our signature programs such as Capstone, LifeSkills, and Dream, Dare, Do programming.

Duties and responsibilities include:

- Preparation and implementation of daily lessons
- Delivery of assignments and timely evaluation of all relevant class work and student progress
- Design and implementation of appropriate, authentic assessments and support of individual student learning styles
- Timely and proactive communication with parents about student progress
- Advising of a small group of students
- Collaboration with other members of the faculty, administration and staff on experiential, interdisciplinary and community-based opportunities that add to the school community
- Active participation in all faculty and staff meetings
- Effective and timely communication with varied school constituencies in person and through email and voice mail
- Support of divisional and school-wide initiatives through committee work, where appropriate
- Instruction of students as a Dream, Dare, Do or LifeSkills facilitator
- Supervision and/or participation in non-academic activities, including lunch, study halls, dances, class trips, etc

Required Qualifications:

The successful candidate should be eager to teach both Middle and/or Upper School English and should have at least seven years of teaching experience. Previous experience with Ninth Grade English and/or advanced English courses, including AP is a particular asset. Potential candidates ideally hold an advanced degree in English, humanities, or educational leadership and should demonstrate a track record of innovative curricular thinking and design and a passion for implementing pedagogy best suited to a variety of learners. Successful candidates will possess a positive attitude, excellent written and verbal skills, strong organizational skills, and proven success within a work setting that requires collaboration, cooperation, and collegiality. The candidate must possess or acquire and maintain a State of Ohio issued teaching certificate. The school welcomes the opportunity to continue to find ways to diversify our faculty.

Salary:

Laurel offers competitive compensation and a comprehensive benefits package.

To Apply:

Interested candidates are encouraged to review Laurel's curricular philosophy at www.laurelschool.org. To apply for the position, please send the following to the address below:

- Cover letter reflecting why Laurel may be the best community for you and/or information on how you could further the goal of a culturally or academically diverse environment
- Current resume
- Completed application (see website)

No Phone Inquiries Please

English Department Chair
Attn: HR, Miriah Seckel
Laurel School
One Lyman Circle
Shaker Heights, OH 44122

Please see www.laurelschool.org for further information and a job application.

Laurel School is dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race; color; religion; sex; national origin; handicap or disability; sexual orientation; or status as a veteran, Vietnam era, or special disabled veteran.

Work Environment:

Laurel School is a dynamic, forward-thinking, K-12 girls' school with a co-ed pre-primary division, where every child is well known. As a Facing History and Ourselves School, Laurel is fully committed to equity and inclusion; we actively seek a culturally diverse faculty and staff.

Laurel teachers are committed to:

- the study of research on girls' education
- integrating this knowledge into classroom practice
- working with each girl to fulfill her promise
- flexibility and openness to new ideas
- the academic and social development of girls
- involving parents as partners in the educational process
- the creation of a classroom community

- the integration of community-based learning projects at the classroom level and as a part of the whole school community
- equity and inclusion
- multicultural education
- outdoor education and sustainability

Laurel enjoys an outstanding local and national reputation and is home to the Laurel Center for Research on Girls. In a highly competitive school landscape, Laurel is fortunate to be a school of choice in Cleveland. Our emphasis on the whole child and our legacy of excellence in the teaching of girls set us apart. Located in Shaker Heights, OH (15 minutes from downtown Cleveland) with an additional rural campus 17 minutes away, the school has an urban/rural advantage. The work environment is noted for being family-friendly and flexible. The feeling in the school is joyous, collaborative and innovative. Our curricular philosophy emphasizes community-based, interdisciplinary and experiential learning. Collaboration and reflective practice are key to pedagogy at Laurel. The school is fully committed to a culturally diverse faculty and student body.