



## FACULTY JOB DESCRIPTION

**Position/Title:** Middle School English/History Long-term Substitute Teacher  
**Appointment:** Projected for May and August 17-November 24, 2020  
**Reports To:** Director of the Middle 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 view themselves as entrepreneurial, flexible, curious and creative. Laurel lives our 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 Summary:**

We are seeking a dynamic and passionate individual, one who cares deeply about the importance of research, reading and writing and who is interested in leading girls to be more courageous, ethical and empathetic through reading and writing about global geography, issues and perspectives. Experience in teaching textual analysis, the writing process, and reading comprehension preferred.

Primary responsibilities will include teaching two sections of an integrated social studies and English course. Each section meets up to two times per day. This position entails the design, detailed planning and instruction of experiential, interdisciplinary and community-based curricula in the humanities. All middle school teachers demonstrate a commitment to diversity and to the education of girls. In addition, they must be committed to planning interdisciplinary experiences outside of the traditional classroom (in the City of Cleveland or at the Butler Campus) alongside other members of the grade-level team. Flexibility, a sense of humor and a deep desire to be an educator outside of the classroom—working with students in many capacities—are invaluable qualities at Laurel School.

### **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
- Effective and timely communication with varied school constituencies in person, through email and through voice mail
- Membership on a grade level team, including attending weekly meetings to collaborate on the academic program
- Advising a group of middle school students, about 10-12, on their academic and social development
- Meeting with parents to discuss student progress
- Assessing all students and reporting regularly using data of learning, most often in narrative form
- Participation in faculty and staff meetings
- Collaboration with colleagues in the same or a different discipline
- Completion of other duties as assigned such as participation in field trips and supervision during arrival, lunch and recess

**Required Qualifications:**

The successful candidate must have a Bachelor's or Master's degree, and a minimum of three years of teaching experience at the middle school level is preferred. The successful candidate will also 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 or non-tax 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:**

Please see [www.laurelschool.org](http://www.laurelschool.org) for further information and a job application.

**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.

*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.*