

Upper School Interim English Position

Job Title: Interim English Teacher
Department: English, Upper School
Reports to: Mr. Eric Hedinger, Head of Upper School
FLSA Status: Exempt
PDS Status: Faculty, part-time, benefited

Employment Opportunity: Founded in 1970, Providence Day School is an independent, nonsectarian, coeducational college preparatory school serving approximately 1,600 students in transitional kindergarten through 12th grade. Committed to academic excellence, global diversity and character development, PDS seeks to inspire in its students a passion for learning, a sense of social responsibility and a commitment to personal integrity. Cited for excellence by the U.S. Department of Education, the College Board Advanced Placement Program and the National Council of Teachers of English, PDS provides a challenging and diverse college preparatory curriculum.

Providence Day School was recognized as one of North Carolina's 50 most family-friendly employers by Carolina Parenting, Inc., every year since 1999 until the award was discontinued in 2016. The award recognized employers for their initiatives in helping N.C. parents balance work and home life.

The Providence Day School community welcomes people of diverse backgrounds and beliefs who share a commitment to respect one another and accept differences. We are an Equal Opportunity Employer with a policy of nondiscrimination in the treatment of employees or applicants for employment without consideration of race, color, ethnicity, religion, age, sexual orientation, marital status, national origin, disability, gender or gender identity. Providence Day School is accredited by the Southern Association of Colleges and Schools, is a member of ABC (A Better Chance), and holds memberships in the National Association of Independent Schools, Southern Association of Independent Schools, North Carolina Association of Independent Schools, Educational Records Bureau, National and Southern Associations for College Admission Counseling, the Association of Supervision and Curriculum Development, and the College Board.

This position is a teaching position beginning August, 2019.

Responsibilities: The Upper School English Teacher will report to the Upper School Head and will be responsible for teaching four English classes to students in grades 9-12. Preference will be given to candidates who have experience teaching more than two different high school grade levels. In addition to the normal teaching responsibilities, the candidate may advise a group of 12 students, supervise a study hall for 9 weeks, advise a club, and perform periodic duty assignments (lunch, traffic, detention, etc.).

Qualifications: Minimum requirement is that the candidate has a bachelor's degree, with preference given to candidates who hold a Master's degree. Three years or more of teaching experience is required. Preference will also be given to candidates with former independent school experience. Candidates should have a strong academic background, and possess proficient technology skills. The candidate should have superb organizational skills, excellent verbal and written communication skills, and the ability to work effectively as a team member.

Salary and Benefits: Providence Day School is committed to attracting and retaining outstanding employees through a compensation plan that compares favorably with those of other independent schools both locally and nationwide. Individual salary levels are competitive and are determined by educational background and experience. A full benefits package includes TIAA retirement, medical/dental coverage and more.

Application Process: Applicants should submit a cover letter of interest, current resume, three letters of recommendation, and a list of references with telephone numbers. Materials should be emailed to:

InterimEnglishTeacher@providenceday.org

The position is open until filled. Providence Day School is an equal opportunity employer (EOE).