



POSITION DESCRIPTION

JOB TITLE: ESL Teacher **DATE:** FY2024-2025 Sabbatical Year Coverage

DEPARTMENT: ESL Department

REPORTS TO: Dean of International Students, Department Chair, Assistant Head for Academics & Student Life, Headmaster, and Headmaster's Executive Administrative Assistant

JOB SUMMARY:

St. Johnsbury Academy seeks a dynamic and experienced ESL teacher. The ideal candidate will be comfortable designing and implementing engaging lessons using a wide variety of tools, resources, and activities. The teacher must be able to assess where each student is and then determine how to challenge them to reach the next level. This position requires flexibility and adaptability to meet the needs of diverse students and learning styles. Courses include all four strands of language learning: speaking, listening, reading, and writing, as well as a focus on culture. We seek a teacher with the ability to engage, teach, assess, and mentor students to their fullest potential.

In addition to teaching responsibilities, full-time faculty members are expected to serve as an advisor to a group of 8-12 students and to participate in the campus and residential life programs as assigned. The successful candidate will have the ability to engage and embrace the active lifestyle and responsibilities of boarding school life.

PRIMARY RESPONSIBILITIES AND DUTIES:

Teaching

- Teach 3-4 sections each semester. Class assignments are based on disciplinary expertise, interest, and the needs of the involved departments each semester.
- Prepare syllabi and deliver daily lesson plans to students who are learning English as a second language.
- Assess and provide evaluative feedback back to students in a timely manner, according to the school calendar.
- Communicate with Dean of International Students and Director of Boarding Guided Studies as mandated by IEPs and 504 plans, and as needed for the best outcomes for students in the program.
- Be available daily during the conference period time at the end of the school day and require students to attend who need to make up work or who need extra assistance.
- Maintain communication with parents/guardians as needed throughout the school year, including up to four parents' afternoons/nights during the school year, and for one resident parents' weekend in the fall semester.
- Maintain classroom decorum to Academy standards, including recognizing dress code violations, with the support of department chairs and deans.
- Work collaboratively with colleagues within the department and throughout the school.

Other

- Serve as a co-advisor to a group of 8 -12 students during their four-year tenure at the Academy, including morning attendance and weekly advisory periods.
- Participate in the resident life program as assigned. Resident Life duties may include additional compensation or benefits, depending on the position. Specific assignments may take into account faculty interest and lifestyle constraints as well as current school needs, and may include a position on regular dorm staff, after-school supervision of academic, athletic, or recreational activities, and serving as chaperones for student trips or events approximately three times per academic year.
- Attend assigned monthly meetings for all faculty, department, advisory class, and ad hoc committees. Time for department, advisory class, and ad hoc committees is generally allocated during the regular school day.
- Perform other duties as assigned.

REQUIRED SKILLS AND ABILITIES:

- Be committed to the idea of diversity in the classroom, such as the creation of a diverse and varied reading list, and the acknowledgment and acceptance of our students' diversity of culture, gender, sexuality, as well as their varied, economic, and educational backgrounds.
- Be collaborative and open to the idea of team-teaching and/or working regularly with peers.
- Be skilled in teaching contemporary forms of communication such as video creation; podcasts and audio recording, and oral and visual presentation.
- Have high degree of competence with contemporary educational technologies such as electronic gradebooks, Canvas platform, and the google education suite or be willing to learn.
- Help students navigate digital and non-digital information.
- Teach critical thinking skills and original idea generation.

- Be creative and encourage creativity and out-of-the box thinking in our students.
- Be excited to work one-on-one with our students outside of the classroom using technology when appropriate.
- Have flexibility to work occasional evenings and weekends for campus life events.
- Demonstrate character and ability to serve as a mentor and role model for young people.

EDUCATION/EXPERIENCE:

- Bachelor's Degree required; masters preferred.
- TESOL (Teaching English to Speakers of Other Languages) or TEFL (Teaching English as a Foreign Language) Certification required.
- At least four plus years of teaching experience in content area.
- Boarding school experience is a plus.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to use classroom, shop and lab tools, telephone, computer, tablet or other learning device; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom or office levels, and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.

WORKING 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.

Duties are normally performed in a school classroom, lab or CTE shop or classroom. The instructor may occasionally work in outside weather conditions and be exposed to wet and/or humid conditions, temperature fluctuations, fumes or airborne particles, chemicals commonly used in instruction and /or cleaning. The individual may be exposed to blood or other potentially infectious

materials during their duties. The teacher may be exposed to infectious disease as carried by students.

The noise level in the work environment is usually moderate to loud on occasion.

BACKGROUND CHECK AND FINGERPRINTING

The Academy conducts criminal record checks on all candidates. We reserve the right to investigate fully any criminal or motor vehicle offense prior to consideration for employment. Job offer is contingent upon satisfactory maintenance or completion of our background and Child Abuse Registry reporting, and acceptance of our Sexual Harassment Policy.

St. Johnsbury Academy is an equal opportunity employer. SJA prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. SJA is committed to providing a diverse environment, we encourage and welcome applications from candidates of all backgrounds.