



**Company Profile:** Montverde Academy is a coeducational independent school that serves grades Pre-K3–12. Our boarding program serves grades 7-12 and post-graduate studies. At the heart of an MVA experience is an engaging and challenging academic environment that inspires students to achieve at the highest level. Inside and outside of the classroom, students develop their talents and abilities through involvement in fine arts, athletics, school clubs, and service organizations. Our staff members, parents and students are part of a close-knit, deeply caring community. We emphasize positive relationships that help build self-esteem and confidence in our students, where each individual feels like a valued community member. We enjoy cultural diversity unlike any other school as we attract students from around the world. With more than 75 nationalities represented by students, our international character adds an exciting global perspective to our community and the educational experience we provide.

<b>Job Title:</b>	<b>Upper School English Teacher</b>	<b>Contact:</b>	jobs@montverde.org
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**Job Description:** The Upper School English teacher will deliver instruction to students in various levels of English/Language Arts, serve as a student advisor for a group of students, and assume other duties as assigned by the Dean of the Upper School.

**Responsibilities:**

- Plan, organize, and provide instruction in all strands of English/Language Arts.
- Provide instruction that is consistent and coordinated with the Academy’s instructional program to ensure that students meet and exceed learning targets.
- Develop and deliver lesson plans that utilize a broad range of appropriate teaching techniques and strategies.
- Maintain complete and accurate records of student attendance and progress.
- Provide a nurturing and supportive learning environment that encourages student responsibility and incorporates challenging instructional strategies.
- Communicate with parents about progress and assessment results.
- Participate in faculty and professional meetings.
- Keep teacher qualification and/or certification current.
- Seek opportunities for ongoing professional learning.
- Adhere to MVA’s standards for faculty members regarding teaching, service, and scholarship as outlined in the Faculty and MVA Employee Handbooks.

**Skills and Qualifications:**

- A minimum of a Bachelor’s degree
- Proven success working collaboratively with students, faculty, staff, parents and community leaders
- Outstanding interpersonal skills
- Excellent oral and written communication skills.
- Excellent organizational skills with the ability to prioritize a multitude of tasks by volume, urgency, etc.
- Strong work ethic and high level of integrity
- Proficient use of technology

**Preferred Qualifications:**

- MA/MS Degree in English, Communications, Library Science, Education, or a related field.
- Teaching experience in English.
- Experience with high-school-aged children.
- A willingness to lead, sponsor, or coach co-curricular activities.

**Physical requirements:**

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is frequently required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Must be able to access and navigate each department at the Academy’s facilities.