



INSTITUTE *of* NOTRE DAME

JOB POSTING

ORGANIZATION:

Institute of Notre Dame (IND)
901 Aisquith Street
Baltimore, Maryland 21202

POSTED:**DEADLINE:****POSITION:**

English Teacher/Department Chair

TYPE OF POSITION:

Full-Time

STARTING DATE:

August 15, 2019

DESCRIPTION

The Institute of Notre Dame (IND), located in the heart of Baltimore, offers a unique educational experience for high school girls. Founded by the School Sisters of Notre Dame (SSND), our students are independent young women of strength, compassion, and character. IND opened its doors 170 years ago. We share the SSND message of hope, faith, and education for all. The urban experience develops our students' inner strengths, increases their depth of character, and prepares them for the "real-world." Strong and meaningful traditions connect our girls to the 11,500 alumnae who came before them. Our unique location in a vibrant, creative city affords our girls many opportunities to learn, work, and volunteer all over Baltimore and beyond.

SPECIFICATIONS

IND is seeking an English teacher for students in grades 11-12, studying on the college preparatory and honors levels. In addition to teaching full time, the position includes responsibility for chairing the English Department. The candidate will have familiarity with the content area, proficiency with technology and a strong work ethic.

ESSENTIAL RESPONSIBILITIES

- Teach eleventh and twelfth grade English
- Plan Department Meetings in conjunction with administration
- Review English curriculum on a regular basis
- Participate in decision making regarding admission to IND
- Mentor beginning or new teachers
- Conduct observations and evaluations of English Department members
- Attend Department Chair Meetings, Faculty Meetings and Professional Development activities
- Serve as an advisor for 10+ students.
- Complete grades and progress reports regularly and communicate with families about student progress
- Serve the school community beyond the classroom by leading a student club and attending activities
- Collaborate with other teachers in the department, school administrators and other educators across departments and grade levels.

MINIMUM QUALIFICATIONS**EDUCATION**

- Bachelor of Arts in English
- Masters degree, preferred
- Experience teaching high school English
- Experience in leading a department, preferred

ADDITIONAL SKILLS

- Excellent written and oral communication skills
- Good organizational skills

- Willingness to teach varied instructional levels
- Facility in employing a variety of teaching methods
- Interest in inspiring department members to reach educational goals
- Love of literature and language

SUBMISSION

Please submit a cover letter, resume and salary requirements to Lisa Wetzel, Assistant Head of School for Academics at Lwetzal@indofmd.org. Please send all communication and documentation electronically to be considered for this position.

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