



INSTITUTE *of* NOTRE DAME

JOB POSTING: Humanities and Drama Instructor

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

POSTED: February 8, 2019

DEADLINE: March 15, 2019

POSITION:
TYPE OF POSITION: Full-Time –10 months

STARTING DATE: August 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) 171 years ago, our students are independent young women of strength, compassion and character. 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, volunteer and enjoy themselves in Baltimore and beyond. IND was first in Maryland to offer all three programs developed by Project Lead the Way®, the nation's top provider of STEM curriculum. Five new courses, a new dance studio and arts scholarships enhance our already popular Visual & Performing Arts Program. With more than 40 clubs and activities as well as 19 sports teams, our girls have many opportunities to pursue interests outside the classroom.

SPECIFICATIONS

The successful candidate is a creative, dynamic, and innovative instructor who excels in working with students in the areas of English, drama and history. The successful candidate fosters a student-centered learning environment where all students are motivated to think critically and creatively, to offer up their ideas, and to welcome the notion that learning extends beyond the classroom. Both as an instructor and the organizer of school drama productions, this individual has the energy and enthusiasm to bring out the best of their students by both challenging and supporting them.

ESSENTIAL RESPONSIBILITIES

- Teach 4 academic classes which may include English, drama and/or world history
- Maintain accurate attendance and grading records
- Be responsible for the production of one fall musical and one play a year
- Serve as an advisor to a group of 10-15 students
- Share in lunch-room duties, study-hall proctoring or other duties as assigned

The ideal candidate:

- has experience with artistic productions
- has knowledge of history, drama and English
- has excellent organizational and communication skills

- is able to produce curricula and productions that reflect the diverse cultural backgrounds of our students

QUALIFICATIONS

- A bachelor's degree in English, History and/or Drama from an accredited institution is required; a master's is preferred.
- Experience acting in and/or producing stage performances
- A minimum of one or two years of experience in a classroom setting, preferably working with high-school students
- Strong and positive experience working with students and colleagues
- Caring and compassionate
- Excellent attention to detail and ability to manage priorities and deadlines
- Contributor in team environments
- Positive outlook
- Professional demeanor

SUBMISSION

Please submit a cover letter, resume and salary requirements to the Assistant Head of School for Academics Mrs. Lisa Wetzel at lwetzel@indofmd.org. All communication and documentation are to be completed electronically. Phone calls will not be received.