

# HS English Teacher

Aqsa School  
7361 W. 92nd Street  
Bridgeview, IL 60455  
Full-time

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This is a full-time teaching position at a private preK-12 school. In grades 6-12, it is an all-girls school. This position begins in August of 2018 and ends in June of 2019.

## **The high school English instructor is expected to teach:**

- Writing
- Literature
- AP English Language and Composition
- Advisory (homeroom teacher)

## **Job Requirements**

- Must have a Bachelor's degree (required)
- Pass school background check (required)
- Completed or enrolled in teaching certification coursework relevant to teaching position (preferred)
- Possess teaching endorsement(s) in the content area or grade level being taught in 2018-2019 (preferred)
- Two years of teaching experience with a record of high student achievement (preferred)

## **Teacher Duties and Responsibilities**

### *Student Achievement and Character Development*

- Takes personal responsibility for the academic outcomes of every student to ensure outcomes result in measurable academic growth and increase every student's achievement and potential

- Sets and holds students to high academic and behavioral standards
- Personally embodies and demonstrates character that models positive and mission aligned behaviors that reinforce the same values in Aqsa students
- Uses an effective system for tracking student mastery of curricular objectives for each unit throughout the school year aligned with Aqsa School Leadership Team academic goals and school mission
- Maintains accurate and complete records, including but not limited to: attendance, behavior, student achievement data, grades, progress reports, parent communication, textbooks, etc.
- Exhibits strong instructional and classroom management skills

### *Curriculum and Instruction*

- Uses measurable, ambitious, and attainable goals for the year and each interim assessment cycle (content and NWEA) set by the Aqsa School Leadership Team
- Develops and implements daily lesson plans as part of a long-term scope and sequence aligned to the curricular goals of Aqsa School
- Tracks student progress, and performs regular data analysis to determine student mastery and diagnose areas of conceptual misunderstanding
- Uses a variety of approved rigorous formative and summative assessments to evaluate individual academic progress and adjust instructional plans to meet the needs of students
- Employs a variety of creative, differentiated, and research-based instructional strategies that ensure students are actively engaged in meaningful and rigorous learning experiences
- Uses technology to support and personalize student learning
- Records, tracks and submits student progress, attendance and grades on time
- Carries out and follows curriculum established by school or department

### *Classroom Culture*

- Develops a positive, achievement-oriented and structured learning environment so that all students are invested in their academic excellence and can fulfill their potential
- Ensures a setting that meets the needs of all students (gifted, IEP, 504, age appropriateness, etc.)
- Sets and reinforces clear expectations and routines that align to school-wide values, policies and mission
- Recognizes, celebrates, and rewards student achievement and character development

- Follows and applies school policies to reinforce school mission, culture and operations (ex. demerit, tardy and food)

### *Student and Family Relationships*

- Builds rapport with students, parents, and families so they understand that teachers support them
- Establishes and maintains open lines of communication such as providing accessibility to students and families beyond the hours of the typical school day
- Invests parents and families in their children's academic success through consistent communication of student progress and challenges

### *Personal Effectiveness*

- Demonstrates passion for and commitment to the mission of Aqsa School to see our students excel academically and grow socially and spiritually
- Continually improves teaching skills by seeking out constructive feedback and professional development opportunities
- Demonstrates mastery and enthusiasm for content knowledge
- Possesses strong organization, planning, and time management skills
- Be an innovative solution finder
- Be open to feedback and committed to continuously improving
- Personal qualities: passionate, relentless work ethic, humility, positive in the face of challenge or change and have a positive attitude
- Complies with Aqsa School teacher dress code
- Be reliable and punctual
- Comes to work enthusiastic, committed, and professionally prepared every day

### *Contribution to the Aqsa School Community*

- Collaborates with team members to ensure a loving, rigorous, safe environment across the entire school
- Assumes responsibility for every single student's success by holding all students accountable to school-wide behavioral expectations
- Actively and professionally participates in all faculty and staff meetings, professional development, and events

- Works with teacher peers and staff to enhance the school's professional learning community
- Teaches, leads, or assists other educational programs outside of regular school hours such as clubs
- Attends prayers on time with students to monitor and manage student behavior
- Performs other duties and responsibilities as requested by school leaders that contribute to the school mission