



Upper School English Teacher

Carrollwood Day School is looking for a passionate and dynamic English educator to join our Upper School team. We would be thrilled to hire a great candidate who can start immediately, but we are able to wait and hire the ideal candidate for a permanent position beginning in August 2023. The ideal candidate will provide an educational atmosphere where students are prepared and inspired to fulfill their potential for intellectual and character growth.

[Carrollwood Day School](http://www.cdspatriots.org) (<http://www.cdspatriots.org>) is a progressive International Baccalaureate (IB) independent school located in North Tampa, FL. Since its beginning in 1982 as an early childhood center, Carrollwood Day School has grown to serve over 1100 students from age two through 12th grade. CDS is recognized nationally for its academic excellence and its innovative school-wide emphasis on character development. Our vision is to build a community prepared and inspired to better the world.

The mission of Carrollwood Day School: As an IB World School, we cultivate principled entrepreneurial thinkers for a global society by enriching the mind, strengthening the character, and inspiring the passions of our community. We provide strong character-based education emphasizing problem-solving skills and philanthropic understanding. Our students are prepared to be world leaders using the International Baccalaureate Programmes, cutting-edge technology, creative arts, and competitive athletics. Most importantly, CDS fosters the development of the entire student not only in academics, but also ethically, emotionally, and through social experience. Our goal is to help students discover and develop their own talents and interests and use these to better the world and themselves.

Carrollwood Day School embraces and celebrates the rich diversity of our students, employees, and families from all backgrounds. As an IB continuum school, CDS strives to create a supportive and inclusive learning environment where each person is valued. We work to intentionally develop cross-cultural competency and appreciation of differences within all constituents. We value the influence of a wide range of experiences and perspectives in our classrooms, relationships, and interactions as we prepare our students to contribute to a diverse and interconnected world.

Carrollwood Day School is one of only 16 independent schools in the United States to offer the full curriculum/continuum of IB programmes from early childhood through college prep (PYP, MYP, and DP). In 2019, CDS was honored to become one of only 15 U.S. schools to earn membership in the Cum Laude Society and also offer an International Baccalaureate education.

The Position of Upper School English Teacher:

As a cooperative member of the English Department and Upper School team, plan and teach Upper School English classes. Classes should develop student skills of listening, speaking, reading, and writing that are fundamental to effective communication and literate citizenship: develop appreciation of good literature of all types; motivate students to read widely for information and recreation; develop standards for critical judgment of written and oral communications transmitted by mass media; and discover and develop special talents of students in the field of English.

Essential Functions:

- Support and advance the Mission of the School
- Teach 5 sections of English, ensuring that taught content and skills align with the expectations of a rich, college prep curriculum and the expectations of the IB MYP & DP programs
- In collaboration with Department Chair, IB Coordinators, and colleagues, adapt material and methods to develop relevant sequential assignments and unit & lesson plans that guide and challenge students
- Establish and maintain standards of student behavior needed to provide a positive, productive classroom environment; enforce those standards with consistency and respect
- Demonstrate strong classroom management skills to maintain a respectful learning environment that ensures high levels of learning for all students
- Assess and document each student's performance/progress both formally and informally to meet the School's standards and provide consistent and regular feedback to students and their parents through the school's LMS, and report cards and comments
- Encourage students to think independently and to express original ideas
- Partner and cooperate with learning specialists and counselors to identify and assess student needs and help students solve learning, health, and attitude problems
- Model and foster a genuine love of teaching the English language as well as literature
- Serve as faculty advisor to a group of students; utilize the established advisory program
- Serve as a mentor and advocate for your students and advisees; be available throughout the school day to guide and assist them
- Maintain subject matter expertise and professional competence by attending staff development programs, curriculum development meetings and through other professional development
- Model and foster non-discriminatory practices, entrepreneurial thinking, and a global mindset
- Be a role model of integrity and professionalism
- Be an active/engaged member of the English Department, the Upper School team, and the greater CDS community
- Participate in faculty committees and the sponsorship of student activities, occasionally including off-campus field trips and class trips
- Be a team player; cheerfully participate in and/or assist with pick-up and drop-off, lunch duty, assemblies, field trips, open house, and other duties and routines regularly part of a K-12 school environment
- Maintain regular and punctual attendance requirements, including attending division and other School meetings, professional days, graduation, and other required events.
- Adhere to School policies as described in the Employee Handbook and other materials

Qualifications, Skills, and Attributes:

- Bachelor's Degree degree required, either in English, Education, or closely related field
- Master's Degree in English, Education, or closely related field is strongly preferred
- Four years of successful English teaching at the upper/high school level is strongly preferred
- Have or complete within one year, the Category One training within the IB; may be required to do training over the summer
- Must possess the ability and willingness to confidently teach English subjects across the high school curriculum from 9th Grade AP/DP English courses
- Demonstrate a passion for literature and the ability to inspire and foster a love of reading
- Strong understanding of the academic, social, and emotional development of Upper School aged children
- Strong collaborative skills and eagerness to work with colleagues

- Strong proficiency in the Google suite of products (docs, sheets, drive, classroom, etc.)
- Excellent verbal, written and presentation communication skills
- Have an interest in engaging with the greater CDS community beyond the traditional school day
- A high degree of professionalism, collegiality, and personal conduct both in and outside of school
- Ability, willingness, and judgment to interact and communicate effectively and positively with all constituents in a school environment
- Enthusiasm and commitment to the vision and mission of the School

Physical Requirements and Work Environment:

- Regularly uses close and distance vision
- May work at a desk and computer for extended periods of time
- May stand and walk for extended periods of time
- Ability to visually and audibly locate students under their supervision
- Ability to actively circulate throughout the diverse campus environment
- Manual dexterity to utilize a computer
- Works primarily in a traditional climate controlled classroom environment
- Ability to occasionally lift, push or pull up to 20 lbs.

Compensation includes a comprehensive employee benefits package; CDS offers a competitive salary commensurate with background and experience.

Qualified candidates should send a resume and letter of interest to Tim Walsh, Head of Upper School at twalsh@cdspatriots.org.