



Position Statement

Upper School AP U.S. History Teacher

The School

[Pine Crest School](http://www.pinecrest.edu) is a not-for-profit, independent, all-faith college preparatory school with two campuses in Fort Lauderdale and Boca Raton, Florida serving more than 2,600 students in grades pre-kindergarten through twelve. We believe in educating a generation of students to be emotionally intelligent, intellectually inspired, and prepared to change the world.

The Upper School is composed of approximately 860 students in grades 9-12. Students have high expectations of themselves and aspire to attend some of the best colleges and universities in the country. For more information about our school, please visit our website at www.pinecrest.edu

The Position

The Upper School AP U.S. History Teacher will be responsible for teaching students in grades 10-12. It would be preferable, but not required, if a candidate is able to teach other social science courses, such as Modern World History or European History. The successful candidate must understand how students learn, be able to adapt instruction to a wide variety of learners, and communicate clearly with students, colleagues and parents.

Essential Job Functions

- Teach five classes per day or 30 contact periods a week, prepare assignments, quizzes, tests, projects, and correct in a timely manner.
- Communicate material to students in a confident and clear matter, respond to student questions, provide interactive lessons, and otherwise ensure an optimum learning experience.
- Ensure appropriate classroom management of students at all times.
- Provide proper supervision regarding student conduct and interaction during periods in which students are under your care.
- Submit all report card comments and other materials on a timely basis.
- Communicate effectively with parents via report cards, phone calls, online conferences and email.
- Respond in a timely manner to concerns raised by parents or colleagues.

- Attend and participate in grade level, department, campus, and all school faculty meetings.
- Perform before school, lunch and after school hall duty as assigned, watching for and addressing inappropriate student interactions and reporting any concerning behavior to the applicable school administration.
- Attend and participate meaningfully in grade level field trips including overnight if applicable.
- Respond appropriately in the event of an emergency, ensuring that students are safe and following safety guidelines.
- Use a desktop, tablet or iPad with computer programs associated with our Student Management System and Learning Management System.
- Use a Smart Board, document camera, microphone and other classroom technology effectively.
- Pivot from on-campus to distance learning on short notice as needed.

The following qualifications are required:

- Bachelor's degree required; Master's degree preferred
- Minimum three years' experience teaching in an independent school environment preferred

For security purposes, all employees must submit to and pass an extensive background check.

The Application Process

If you are interested in applying for this position, please put "AP U.S. History Teacher" in the subject line and submit the following material by email to employment@pinecrest.edu:

- Cover letter indicating your interest and highlighting aspects of your background that qualify you for the position
- Two-page resume

EEO/DFW



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