

**Contacts:**

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Jenna Goldenberg, History and Social Science Department Chair  
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# 8TH GRADE HISTORY MATERNITY SUBSTITUTE TEACHER

**Department:** History & Social Science

**FLSA:** Exempt

**Reports to:** Jonathan Schwartz, Head of Middle School

**Schedule:** Full time/Three-month engagement

**Designation:** Teaching Faculty

**Travel:** N/A

## POSITION SUMMARY

Greenhills School (Ann Arbor, MI) seeks a dynamic 8th grade maternity substitute teacher to begin on September 3rd, 2019 and to continue through early December 2019.

Greenhills School is eager to consider applications from groups traditionally underrepresented in independent school communities. We want a diverse mix of talented people who want to join us as student-centered educators and role models who bring joy and good humor to our classrooms, fields, and offices, employ a broad array of effective instructional methods, work collaboratively with colleagues, seek and respond to student feedback, and commit to reflective practice and continual growth. We pride ourselves on being a warm and welcoming inclusive community. Candidates will have a genuine interest in working with early adolescents in a grade 6-12 independent school community.

The ideal candidates will also possess: an understanding of the academic, social, and developmental needs of the age group; the ability to work closely with students, parents, and colleagues; and an interest in applying best student-centered teaching practices, including the use of technology and innovative pedagogical strategies. These teachers will join a committed team of middle school faculty who work collaboratively to support all students and grade-level activities. Undergraduate degree in history/social studies and/or history/social studies education (or a related field), graduate work in those disciplines, and proven experience with the age group are all encouraged.

Other contractual responsibilities for this position may include: supervising students in a small group advisory and/or extracurricular activities, chaperoning school events, and general involvement in the life of the school.

Candidates should send a cover letter, resume, contact information for three professional references, and a completed Greenhills application form to: Jonathan Schwartz, Head of Middle School, and Jenna Goldenberg, History and Social Science Department Chair via email at [jschwartz@greenhillsschool.org](mailto:jschwartz@greenhillsschool.org) and [jgoldenberg@greenhillsschool.org](mailto:jgoldenberg@greenhillsschool.org). No phone inquiries please.



*Application Deadline:* Position open until filled—please apply right away!

## **DUTIES AND RESPONSIBILITIES**

- Teach three sections of 8th grade Foundations of Civilization.
- Provide clear instructional strategies and developmentally appropriate practices.
- Practice clear, timely, and professional communication with students, parents, and colleagues.
- Attend regular department, faculty, and other meetings.
- Cultivate student accountability and ownership of personal performance.
- Ensure lesson accommodations and modifications for the growth and development of all students.
- Ensure the safety of students by providing a clean and safe environment, appropriate supervision, safety instruction, regular facility and equipment inspection.
- Assume additional duties which will include coaching.
- Serve as a role model in maintaining appropriate standards of care for students and maintaining healthy boundaries in student and professional relationships.

## **SKILLS AND EXPERIENCE REQUIRED**

- Undergraduate degree required.
- Proven teaching experience at the middle school or high school level preferred.
- The ideal candidate will have substantial expertise in the field and will be:
  - a student-centered educator, skilled in motivating students
  - knowledgeable about adolescents' intellectual, social, and emotional development and willing to positively greet the challenges and opportunities they present.
  - a professional oral and written communicator,
  - eager to work collaboratively with colleagues on curriculum design, pedagogy, and assessments,
  - versatile and open to diverse teaching assignments within the department.
  - actively involved in school life.
  - comfortable using technology in the classroom setting

## **PHYSICAL REQUIREMENTS TO PERFORM THE ESSENTIAL FUNCTIONS**

- Physical agility to frequently lift up to 15 pounds to shoulder height.
- Must be able to ascend and descend stairs
- Greenhills School property is a tobacco-free environment.

## **ADDITIONAL INFORMATION**

Interested candidates should submit a cover letter with résumé/CV, several letters of recommendation, and three references to Head of Middle School Jonathan Schwartz at



[jschwartz@greenhillsschool.org](mailto:jschwartz@greenhillsschool.org) and History and Social Science Department Chair Jenna Goldenberg at [jgoldenberg@greenhillsschool.org](mailto:jgoldenberg@greenhillsschool.org).

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This position description is subject to change at any time.

*Greenhills School is an Equal Opportunity Employer.*

*Greenhills School does not unlawfully discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, genetic information, disability, or national or ancestral origin in the administration of its educational policies, scholarship and loan programs, athletic and other School-administered programs, or in the administration of its hiring and employment practices.*