



**Contact:** Monica Lewis  
English Department Chair  
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# ENGLISH TEACHER

**Department:** English

**FLSA:** Exempt

**Reports to:** English Department Chair

**Schedule:** Full time, academic year

**Designation:** Teaching Faculty

**Travel:** Rare

## POSITION SUMMARY

The English Department seeks a qualified and innovative English teacher who is deeply knowledgeable and thoughtful about reading and writing pedagogy, and literature study.

Greenhills School enrolls about 680 students in grades 6-12, 49% of whom identify as students of color. Our school is eager to consider applications from groups traditionally underrepresented in independent school communities. We seek a diverse mix of talented 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, solicit and respond to student feedback, and commit to reflective practice and continual growth. We pride ourselves on being a warm and welcoming inclusive community.

Teachers in the Greenhills English Department provide students with rich and meaningful learning experiences that inspire them to be lifelong learners, readers, and writers who will take their places as informed, responsible, engaged citizens of their local, national, and global communities.

## DUTIES AND RESPONSIBILITIES

- Teach four sections of English
- Carry a one-credit, non-teaching duty
- Participate in community life through service in advising and co-curricular programs

## SKILLS AND EXPERIENCE REQUIRED

- Undergraduate degree in English and/or English education (or related field) required
- Teaching experience at the secondary level desired
- The ideal candidate will be:
  - committed to developing students' critical thinking and growth as readers, writers, and thinkers
  - a student-centered educator
  - knowledgeable about adolescents' intellectual, social and emotional development
  - versatile and open to diverse teaching assignments within the department



## PHYSICAL REQUIREMENTS TO PERFORM THE ESSENTIAL FUNCTIONS

- Office environment.
- Repetitive motion, use of keyboard.
- Occasional light lifting and carrying.
- Regular standing, stooping and walking to various locations on campus.
- COVID-19 vaccination is required
- Greenhills School property is a tobacco-free environment.

## HOW TO APPLY

Candidates should send a cover letter, resume, and contact information for three professional references to: Ruthann Thorne, HR and Payroll Administrator, at [employment@greenhillsschool.org](mailto:employment@greenhillsschool.org) and Monica Lewis, English Department Chair, at [mlewis@greenhillsschool.org](mailto:mlewis@greenhillsschool.org). No phone inquiries please.

**Application Deadline:** We will continue reviewing applications until the position is filled.

## ADDITIONAL INFORMATION

**Compensation:** Salary is competitive, commensurate with experience and education level, and includes lunch when school is in session. Greenhills provides a comprehensive benefit package, which includes a variety of health insurance offerings, dental, vision, life, and short- and long-term disability offerings, HSA/FSA options, and retirement benefits through TIAA.

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.*