



Position Title: Upper School English Teacher — Full Time

Date Modified: November 1, 2025

Reports To: Head of Upper School

Position Purpose: Upper School English faculty teach all levels of English in the Upper School. The open position is primarily for College-Prep-level (Standard-level) 9th and 10th grade English.

Essential Functions

- Teaches five in-person sections as assigned by the Academic Dean and/or Department Chair
 - Prepares course materials such as syllabi, assignments and assessments
 - Uses scheduled planning periods in order to advise and assist students, grade coursework and/or prepare lessons
 - Maintains student attendance records, grades and other required records
 - Plans, evaluates and revises curricula, course content, course materials and methods of instruction
- Serves as an advisor to around 15 students, guiding students in academic, extracurricular, social and personal development and acting as primary liaison to parents/guardians
 - Reviews and relays the appropriate advisory curriculum as distributed by the Grade Level Sponsor
- Serves as at least one of the following: a faculty mentor for the Upper School's student-led newspaper, The Chronicle (preferred), a sponsor for a student club, an athletic coach, or a leader of some other ancillary activity approved by the Head of Upper School
- Chaperones a service learning opportunity during one week each spring semester
- Collaborates with other faculty and staff as part of a community that emphasizes mutual support and shared programmatic creation and implementation
- Effectively manages classroom
- Reviews and abides by the Shorecrest Employee Handbook and the Upper School Faculty Handbook
- Performs other duties as assigned by the Head of Upper School

Qualifications

- Candidates must be able to demonstrate each of the following:
 - A minimum of three years' teaching experience or demonstrated expertise in their assigned subject area
 - Bachelor's degree in English or English Education; a Master's degree or PhD is preferred
 - Excellent verbal and written communication skills and strong background in the teaching of writing and literary analysis
 - A commitment to diverse and inclusive curriculum design, student growth, and teacher growth
 - Usage of authentic assessment, innovative pedagogies, discussion-based learning, and project-based learning
 - Focus on contributing to a collaborative, collegial, and compassionate educational community that stresses deliberation, discussion, and student, faculty, and staff relationships outside of the classroom
 - Enthusiasm for embracing the independent school model of mentoring, advising, and supporting students outside the classroom
 - Supports Shorecrest's Mission and Core Values

- Proficiency with technology, including iPad, learning management systems, and basic G Suite for Education (Google) tools
- Ability to use basic office equipment

Physical Requirements and Work Environment

- Works in a busy and involved environment managing a wide variety of challenges, deadlines, and a varied and diverse array of contacts
- May work at a desk and computer for extended periods of time
- Be able to occasionally lift up to 30 lbs
- Work primarily in a traditional climate controlled office environment
- Work intermittently in outside weather conditions, including extreme heat and cold

Interested candidates should submit a resume to Fatima Morlando, Upper School Administrative Assistant, at fmorlando@shorecrest.org