



---

**Title:** Upper School English Teacher  
**Classification:** Salary; Exempt

**Status:** Full-time; 9.5 months  
**Reports to:** Upper School Division Head

---

#### POSITION OBJECTIVES

- Develop and execute teaching plans for assigned subject(s)
  - Serve as an Upper School advisor
  - Partner with faculty and administration in support of strategic initiatives
- 

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

- Plan and execute lessons to help students achieve competence and meet subject-area objectives.
  - Conduct advising sessions with students and parents as needed.
  - Manage and monitor student learning and performance.
  - Assist with extracurricular activities as assigned.
  - Prepare course resources, including teaching and testing materials, articles, workbooks, manuals, and assignments.
  - Adhere and aspire to Parish Episcopal "Characteristics of Effective Teaching".
  - Promote the School's statement of mission and philosophy.
  - Prepare students for future courses and make proper course recommendations.
  - Maintain professional credentials as required by Independent Schools Association of the Southwest (ISAS) or other accrediting agencies.
- 

#### MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

- Attends Staff Development Meetings
  - Attends Chapel
  - Attends Division Meetings
  - Attends Department & Team Meetings
  - Attends school events such as Upper School Night, Admission Open House, Class Retreat
- 

#### QUALIFYING CHARACTERISTICS

Parish Episcopal School is actively seeking a professional educator to serve as a full-time Upper School English instructor and advisor. The English department is known for its collegiality, creativity, intellectual curiosity, and commitment to continuous improvement. We welcome hard-working and good-humored candidates who want to contribute to our dynamic team.

Our incoming English faculty member will likely teach world literature, but applicants should be capable and comfortable teaching English courses across the Parish curriculum. In addition to instructional flexibility, successful Parish teachers and advisors are committed to supporting students' academic and personal development. Finally, applicants should be growth-oriented and open to learning about and teaching in a variety of modalities.

Parish recognizes that teaching excellence comes in many forms and we hope to see many of the following characteristics in our applicants:

- Bachelor's or advanced degree in English/Humanities; education degree is a plus
- Excellent written and verbal communication skills
- Tact and good judgment when dealing with parents, colleagues, and children
- Classroom management skills and adherence to school policies
- Commitment to positive and active participation in the life of the school
- Ability to meet physical requirements of the position
- 3-5 years' teaching experience in high school

---

## WORKING ENVIRONMENT | PHYSICAL AND MENTAL REQUIREMENTS

*These are the physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these requirements will not automatically disqualify a candidate or employees from the position. Upon request for a reasonable accommodation, the School may be able to adjust or excuse one or more of these requirements, depending upon the requirement, the essential function to which it relates, and the proposed accommodation.*

### Working Environment:

- ☐ Office Environment
- ☒ Classroom Environment
- ☒ Works Primarily with Students
- ☐ Works Primarily with Adults; Some Exposure to Students
- ☐ Travel - Light
- ☐ Travel - Heavy
- ☐ Evening and/or Weekend Commitment - Light
- ☐ Evening and/or Weekend Commitment - Heavy
- ☒ Inside
- ☐ Outside
- ☒ Works with Others
- ☐ Works Alone
- ☐ Extreme Heat
- ☐ Extreme Cold
- ☒ Noise

### Physical Requirements:

- ☒ Seeing
- ☒ Color Perception

- ☒ Hearing
- ☒ Clear Speech
- ☒ Touching (Hand and Finger Dexterity)
- ☒ Sitting
- ☒ Fine Finger Manipulation in Use of Computer
- ☒ Standing
- ☐ Ability to Move Distances
- ☐ Hillcrest Campus includes 5 buildings, 10 acres
- ☒ Midway Campus is 350,000 square feet, 50 acres
- ☐ Driving
- ☐ Climbing
- ☐ Balancing
- ☒ Kneeling
- ☐ Crawling
- ☒ Reaching
- ☒ Twisting or Bending at Waist
- ☐ Pushing or Pulling
- ☒ Lifting 0 - 20 pounds
- ☐ Lifting 0 – 40 pounds

- ☐ Lifting 0 – 75 pounds
- ☐ Carrying 0 - 20 pounds
- ☒ Carrying 0 – 40 pounds
- ☐ Carrying 0 – 75 pounds

### Mental Requirements:

- ☐ Reading - Simple
- ☒ Reading - Complex
- ☐ Writing - Simple
- ☒ Writing - Complex
- ☐ Clerical
- ☒ Basic Math Skills
- ☐ Analysis and Comprehension - Simple
- ☒ Analysis and Comprehension - Complex
- ☐ Decision Making - Simple
- ☒ Decision Making – Complex
- ☐ Exercise Discretion - Simple
- ☒ Exercise Discretion - Complex

---

*The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.*

---