



**Middle School English
Grade 7
Part-time
2022-2023**

Job Description

Green Hedges School seeks an experienced part time **Middle School English Grade 7 teacher** for the 2022-2023 school year. Green Hedges is a private independent school serving ages 2 through Grade 8 with approximately 185 students in Vienna, VA, which is fourteen miles west of Washington, DC.

Requirements

A successful candidate will have:

- Undergraduate degree (masters preferred) in education or a related field
- Minimum of 2 - 5 years of related teaching experience
- A high level of energy
- Good time management skills
- Initiative and Collaborative skills
- Proficient knowledge of technology

General Teaching Responsibilities

- Implement developmentally appropriate curriculum and instruction, which encourages students to be actively engaged in the learning process.
- Create positive learning communities within the classroom that acknowledge and respect children's social and emotional interactions and growth.
- Differentiate instruction to meet the needs of a variety of students with different learning styles as well as areas of strength and weakness.
- Coordinate curriculum mapping, maintain accurate records, and plan intentional, engaging lessons.
- Build on knowledge of how children learn best through professional development.
- Work diligently and promptly to maintain positive and constructive home-school communication.
- Conduct parent-teacher conferences.
- Use assessment and evaluation tools to guide instructional decisions; maintain accurate, up-to-date records and communicate results to students, parents and appropriate others in a timely manner with regard to student progress and performance.
- Manage resources effectively and meet deadlines and meeting schedules set by the School.
- Attend and participate in faculty meetings and department meetings, as applicable.
- Perform professional duties efficiently and as assigned by the Head of School or the Assistant Head of School. These duties include but are not limited to recess duty, lunch duty and dismissal duty.

Reports to: Head of School and Assistant Head of School

HOW TO APPLY:

Interested and qualified candidates should submit the following materials

- A cover letter describing why you are interested in working at Green Hedges School and how your talents and experience are a fit for this position.
- A current résumé.
- A list of three to five professional references with name, phone number, and email address of each. (References will not be contacted without first notifying the candidate.)

Please send your materials electronically attention to:

Jennifer Bohnen, Head of School

hr@greenhedges.org

Green Hedges School does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or any other characteristic protected by law.