

JOB DESCRIPTION

Position Title: English Teacher

FLSA: EXEMPT

Posting Date: April 21, 2023

Closing Date: June 1, 2023

10 MONTH

Start Date: August 2023

Primary Role: Our Lady of Mercy Academy (OLMA) seeks a part or full-time English teacher for the 2023-2024 academic year. This position will begin in late August, and the teacher will be responsible for teaching several freshman English classes with a focus on writing.

The ideal candidate will have the ability to work independently and collaboratively with colleagues. Qualified candidates should have the ability to challenge students at the highest academic level as well as assist students who need more support. Other duties and responsibilities include student advising, club and committee involvement, and fulfillment of general faculty duties.

OLMA is an all-girls, faith-based high school offering rigorous academics. Our students are empowered to be empathetic leaders, using their skills and voices to help lead a world of change. We seek faculty and staff who embrace these expectations.

Education:	<ul style="list-style-type: none">• A college degree and/or relevant work experience
Years of Relevant Experience	<ul style="list-style-type: none">• 3 or more preferred
Types of Experience	<ul style="list-style-type: none">• Prior teaching experience preferred
Certifications & Licenses:	<ul style="list-style-type: none">• Teacher certification preferred
Skills / Knowledge:	<ul style="list-style-type: none">• An understanding and appreciation of working in an all-girls environment• An understanding and appreciation of the mission of OLMA• A detail-oriented approach to work with the ability to be flexible in terms of shifting priorities throughout the work day.
Competencies:	<ul style="list-style-type: none">• Fluency in technology and the ability to learn and adapt to new technologies• Fluency in the Google platform (sheets, docs, slides etc.)
Work Environment:	We are particularly interested in hearing from qualified candidates who want to work in a school that emphasizes the full development of each individual and service to others.
Travel Requirements:	Minimal
Key Interfaces/ Relationships:	Students, parents and other faculty members.
Other:	Please note: This job description is not designed to cover or contain a comprehensive list of all activities or duties required to meet the standards of the OLMA community.

Position Reports to: Head of School

To Apply: Please email a cover letter and resume to Shannon Parkinson, Executive Assistant to the Head of School, at ms.parkinson@olmanj.org