



JOB DESCRIPTION

Position Title: High School English Teacher (Christian School 9th-12th grade, English 1-4)

Salary is 10 Months (\$55,000-\$68,000 range). 7:30 am to 3:00 pm Monday-Friday. (Full-Time)

Reporting To: Academic Dean and English Dept. Chair

Job Purpose: Teach high school, college-preparatory English 1-4 courses with an emphasis on writing, literacy, and critical thinking. This role includes responsibility for all aspects of English language arts instruction—reading, writing, speaking, and listening—with a particular focus on developing strong writing skills across argument, expository, and narrative forms.

Students are challenged through both fiction and nonfiction texts, with opportunities to analyze, critique, and express ideas in a variety of formats, including informal debates, expert presentations, and formal essays.

Job Duties and Responsibilities:

- Work with Academic Dean and Director of Student Services to teach, support students in English courses. Mentor students to develop their Christian faith and support both language and spiritual development.
- Maintain regular office hours, to be reachable by students or parents;
- Conduct face-to-face or virtual (Zoom) meetings with students and teaching staff as scheduled.
- Maintain effective and timely communication with teachers, administrators, and families, as appropriate. This includes, but is not limited to, initiating and responding to phone calls and emails as needed. All communications should be responded to within 24 hours to ensure alignment and that all parties remain informed
- Attending all online and in-person meetings as scheduled;
- Other duties as assigned.

Education and/or Experience/Qualifications:

- California teaching credential in English, required (willing to pursue)
- Degree (B.A./B.M.) in field of instruction, required
- Experience working with middle or high school students preferred
- 1-3 years of successful teaching experience, preferred

Physical Job Requirements:

This position is primarily performed in a classroom setting. While carrying out the duties of this role, the employee is regularly required to stand, walk, and engage with students. The teacher frequently uses hands and fingers to operate a computer, write, and handle instructional materials. The role also requires the ability to communicate clearly, including talking and hearing, to effectively deliver instruction and interact with students, parents, and colleagues.

Disclaimer: The duties and responsibilities of the position may change as need arises. The employee will be notified of the change. Relevant work experience may also be substituted for education or certification, at company's discretion.