



Position Title: **Teacher (member of the faculty)**

Last Updated: July 2016

Reports To: Dean of Faculty (on behalf of the Associate Head of School and the Head of School)

Status: Full-Time Permanent (100%)
Exempt -Appointed by Head of School
Note:

- 75%-100% - Less than Full-Time, Benefit Eligible (Pro-rated)
- 50%-75% - Less than Full-Time, Not Benefit Eligible (other than retirement savings plan)
- Less than 50% - Part-Time, No Benefits

Schedule: Academic Year; Hours as required

Benefits: Full benefit eligibility
Tuition Remission Eligible - Yes

Summary Description:

Each teacher is a member of the faculty. A teacher has direct responsibility to provide classroom instruction, afternoon program participation, residential life program connection, and to serve as an advisor to students. In every aspect of the faculty member role, the teacher is to provide a positive environment for students to learn and grow. Each faculty member is expected to conduct themselves with professionalism and maturity, serving as the adult presence and role model for all students.

Essential Functions:

- Teach four (4) classes
- Oversee two (2) afternoon programs
- Assume responsibility for an aspect of the residential program, whether it be as a dormitory parent or other weeknight evening campus coverage. All are assigned to a Weekend Team that rotates coverage during the academic year.
- Serve as an advisor to students
- Attend Faculty, Department, and Committee meetings as assigned
- Provide support to students clubs and activities as appropriate and assigned
- In all ways, be a constant adult presence and role model for students

Additional Responsibilities:

- Required to wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards
- Must maintain high level of personal hygiene and cleanliness at all times
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe living and learning environment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- Faculty and Administration shall be responsible for reviewing and understanding the provisions stated in the Faculty/Administration Supplement
- Other duties as requested or assigned per the Head of School

Qualifications:

- Bachelor's Degree required; Advanced degree preferred
- Belief and a strong passion for the mission of Williston and independent schools
- High energy, lively intelligence and enthusiasm for residential school life
- Experience, ideally, as a classroom educator and coach
- Ability to effectively interface with all levels of the school community
- Motivated self-starter, strategic thinker, with organization and initiative
- Should be strategically oriented, enthusiastic, genuine, and an effective classroom manager
- Exceptional interpersonal skills, a collaborative yet clear and decisive leadership style
- Ability to manage expectations in a manner that is honest, trustworthy, respectful, flexible and diplomatic
- Must be able to work intuitively, independently and systematic
- Careful listener, warm personality, with a good sense of humor
- Patience and persistence, with an eagerness to set ambitious, challenging, and tangible goals and a relentless drive to achieve them
- Excellent communication sense and skills with strong writing capabilities
- Have excellent integrity and demonstrate good moral character and initiative with a professional demeanor
- Strong interpersonal skills, including an enthusiastic, collaborative approach with his/her work and colleagues
- Strong organizational skills for multi-tasking and prioritizing responsibilities to manage competing deadlines
- Solid working knowledge of Microsoft Office Suite, (Word, Excel, OneNote, Power Point) Internet, knowledge of Veracross a plus
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- Must participate in annual harassment awareness training as a condition of employment
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- Regular and consistent attendance and punctuality is required as a condition of employment
- Must have a valid state driver's license

Physical Qualifications:

- Regularly required to listen, physically direct, and speak
- Position requiring mobility, including bending, lifting (up to 25 lbs.), pushing, walking
- Use of hands and finger to manipulate office equipment, handle, or feel and reach with hands and arms
- Specific vision abilities required including close vision, distant vision, color vision and depth perception
- Must be capable of standing and/or sitting at a computer for extended periods of time, be capable of repetitive movements of wrists, hands and fingers
- Must be capable of occasionally carrying and moving small objects

Working Environment:

- The work environment is usually moderately quiet; however, variations in noise level may occur when involved with any student activity
- The environment may be stressful and hectic at times with frequent interruptions, multiple distractions, and changing priorities

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.