



Position Title: Upper School Arts Instructional Faculty Member
Date Modified: January 2025
FLSA Classification: Full-time - Exempt, 100% FTE, 10-month schedule of duties
Reports To: Visual and Performing Arts Dept Chair

Essential Functions:

- Develop and deliver visual arts lessons in line with curricula of the school
- Establish clear objectives, standards, and expectations for all classes
- Employ an interactive, student-centered methodology
- Use collaborative strategies and emphasize creative process, enthusiastic pursuit of the arts and problem-solving
- Teach five year-long classes (3x a week blocks) throughout the course of each year (mixed media, AP studio art, drawing and painting one and two; may include one middle school rotation depending on the other faculty members)
- Collaborate fully with colleagues to create curriculum consistent with the school's mission
- Provide formative and summative feedback on progress to students and parents in a timely manner
- Maintain up-to-date documentation in the Blackbaud platform regarding student skills and knowledge in accordance with school-established guidelines
- Follow-up on parent communications within 24 hours
- Provide updates to students' advisors to communicate about students' learning and social-emotional needs
- Liaise with Learning Specialists, where applicable, in order to ensure learning needs are best supported
- Participate in parent conferences regarding student progress and at other events, as directed by school leadership
- Organize and carry out field trips and studies to support the curriculum

General Responsibilities:

- Support and further the school's missions, visions, and values
- Actively engage in the life of the school and participate in related teaching duties, as needed
- Celebrate and promote diversity, equity, and inclusion within the classroom and community
- Demonstrate respect towards all members of the school community, including students, parents, teachers, support staff, and administration
- Behave with dignity and respect, in accordance with school and community expectations
- Abide by school policies and procedures

Additional Duties:

- Attend department, faculty, and grade-level meetings, as required
- Serve as a grade-level adv
- Carry out supervisory duties during breaks, breakfast, and lunch periods, as assigned
- Provide coverage for absent staff, when required

Other Considerations

- Start Date: August 2025
- Annual Salary Range: \$60,960 - \$87,060

Other Responsibilities:

- Carry out instructions as given by their respective supervisors and school leadership.
- Participate in professional development activities, as directed by leadership
- Research new topic areas, maintain up-to-date subject knowledge to improve teaching and learning, and update unit plans accordingly
- Work with Arts Department (theater, music) to create an aligned curriculum

Required Qualifications:

- Bachelor's Degree in education or Visual Arts
- Broad knowledge of, and a passion for Visual Arts and the arts in general
- A clear commitment to the educational philosophy of the school
- Strong teaching ability with a clear enjoyment working with children
- Fluency in reading, writing, and speaking in English, including excellent verbal and written skills
- Commitment to equity and inclusion
- Willingness to adapt to an existing curriculum as well as contribute ideas to enhance the respective academic programs
- Demonstrated excellent attendance and punctuality

Preferred Qualifications:

- A minimum of five years teaching experience in an independent school environment
- Graphic/Digital arts teaching experience
- Experience teaching students with varied learning styles
- Master's degree or post-graduate work in education or related subject Visual Arts
- Demonstrated leadership and facilitative skills

Physical Demands and Work Environment:

- Willingness and ability to work in a highly-demanding environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts
- Ability to travel safely and comfortably across a campus
- May work at a desk and computer for extended periods of time
- Be able to occasionally lift up to 30 lbs
- Work primarily in a traditional, climate-controlled classroom environment and work intermittently in outside weather conditions consistent with San Pedro weather

EQUAL OPPORTUNITY EMPLOYER: No person shall, on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, disability/handicap, or religion, be excluded from participation in, be denied the benefits of, or be subjected to discrimination, harassment, or retaliation in the school's employment opportunities.

To Apply: Please send a cover letter, your resume, a one page teaching philosophy, and three current professional references to: Yolanda Holguin, Human Resources Manager, yholguin@rollinghillsprep.org