



Position Title: Upper School English Teacher
FLSA Classification: Full-time – Exempt, 100% FTE, 10-month schedule of duties
Reports To: Department Chair

Essential Functions:

Teacher Duties:

- Develop and deliver high-quality lessons and units in line with curricula of the school with the aim of addressing varied learning needs
- Create differentiated curriculum and apply Universal Design for Learning to “meet the students where they are at”
- Collaborate fully with colleagues to create curriculum consistent with the school’s missions
- Utilize varied methods and approaches to material, integrating technology, assessments, projects, etcetera to foster engaged learning in the classroom
- Provide formative and summative feedback on progress to students and parents in a timely manner
- Maintain up-to-date documentation regarding student skills and knowledge in accordance with school-established student learning outcomes and competencies
- Update BlackBaud (online grading system) weekly and use as a means of communicating homework, as well as unit and assessment data
- Follow-up on parent communications within 24 hours
- Provide updates to students’ advisors to communicate about students’ learning and social-emotional needs
- Communicate with parents and other staff regarding student behavior and academic progress in accordance with school policies and procedures
- 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:

- Teach 5 sections of upper school english (each one 3x/wk) decided by the english department
- Actively engage in the life of the school and participate in related teaching duties, as needed
- Ensure the safety and well-being of students
- 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, grade level and Rolling Hills Prep team meetings, as required
- Carry out supervisory duties during breaks, breakfast, and lunch periods, as assigned
- Advisory

Other Considerations:

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

Required Qualifications:

- Bachelor's Degree in education or related subject
- Experience working with varying learning styles
- Flexibility, sense of humor, and the ability to work as part of a team
- A clear commitment to the educational philosophy of the school
- Commitment to equity and inclusion
- Strong interest in professional development opportunities
- Demonstrated excellent attendance and punctuality

Preferred Qualifications:

- Experience teaching english
- Experience with Universal Design for Learning
- Experience in differentiating curriculum for a range of learners

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 and willingness to attend and work occasional overnight field trips
- 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