



**ST. JOHN'S
NORTHWESTERN
ACADEMIES**

Job Title: Science Instructor

Department: Academics

Position reports to: Academic Dean

FLSA Status (Exempt/Non-Exempt): Non- Exempt

Full-time/Part-time: Full-time

Position Summary:

A faculty member at St. John's Northwestern Academies (SJNA) has the opportunity to play a significant role in a young person's life. The concentration of this science teaching position is on computer and engineering instruction with the ability to connect with emerging critical thinking minds. Because SJNA is a boarding school, faculty members have unique opportunities not present in traditional day-school settings. Also, the opportunities available to a faculty member at SJNA exceed those of a traditional day school. A faculty member at SJNA who thinks beyond the classroom and understands their role as more than just a job, but rather as a vocation, will have a rewarding experience.

RESPONSIBILITIES

Essential Duties:

The primary responsibility of a faculty member at SJNA is to provide **high-quality classroom instruction** in a safe, well-managed, inclusive atmosphere. This responsibility requires proper classroom preparation, including using an established curriculum as a guide and updating it as necessary. Possible courses may include computer applications or engineering courses. A teacher needs to be available before and after school (tutorial) for students who need additional help. In dealing with students, teachers need to be fair, respectful, and use sound judgement when dealing with discipline issues. Teaching styles and strategies should be varied in response to the needs of students and focused on student engagement in the learning process. Students should be challenged but not overwhelmed and should find meaning in their coursework. The overall mood of the classroom should be a positive and student-centered learning environment.

- Faculty members are required to provide leadership and guidance through the **Advisor Program**. In this program, teachers build healthy and appropriate relationships with the cadets and students assigned to them, encourage them, and provide guidance as needed.
- Faculty members need to be **effective communicators** and **team-oriented** within the Academies and those we serve in our community.



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Teachers need to be proactive in their communications, appreciating that communication is a two-way street and that seeking and receiving information is just as important as sending it out clearly. This expectation includes reaching out to parents regularly to keep them aware of their child's progress and promptly returning parent phone calls and emails. Teachers need to work cooperatively with and in support of their peers, Resident Life professionals, advisors, parents, and all others in service to the best interests of the cadets and students. Overall actions, direction, and intentions should be in support of the Academies mission.

- Faculty members are also required to be **effective classroom administrators**. Attendance needs to be taken promptly and accurately at the start of each class period in the online School Information System (SIS). Assessment and grading of student performance needs to be fair and justifiable. Enter grades into SIS on a timely basis, and write progress reports clearly and professionally. Place individuals requiring extra help in tutorial sessions, and if needed, assign them to additional evening or weekend study halls as outlined by the current academic standing policies.
- Faculty members are required to support the Academies through supervision of **extracurricular activities and providing support for social events (chaperone duty)**. Classroom instruction is only one part of the integrated role the faculty play at the Academies. Sports, clubs, and other after-school events require leadership and supervision by faculty members.
- Faculty need to **support the structures of the Academies**. The design of SJNA's military and prefect structures support the education and development of the cadets and students. Therefore, the classroom teacher needs to work actively within these unique structures. While each teacher needs to express their leadership in their classroom, it must include and support the philosophies of both Academies.
- The Academies' leadership expects all faculty members to **continuously improve** their knowledge and practice of teaching and learning through professional development opportunities, both those presented by the school and through their initiative. Appreciating that teaching is both an art and a science- demanding continuous improvement, reflective practice, and an experimental mindset- is an essential and expected disposition for an SJNA faculty member.

Supervisory Duties:

- Learning commons (study hours)
- Chaperone events (as assigned)



- Willingness to support the Academies' athletic/extracurricular programs

QUALIFICATION REQUIREMENTS

Knowledge/Skills/Abilities:

- Should have strong interpersonal skills, organizational skills, and desire to make a difference in the lives of young people.
- Must have the ability to supervise students both in the classroom and non-classroom settings in a safe, healthy, and controlled manner.
- Must have an appreciation for the importance of building and maintaining positive relationships with cadets and students to facilitate effective learning.
- Should demonstrate integrity and strong moral character.
- Must be able to work both independently and within a team.
- Should be technologically competent by modern workplace standards (email, word processing, finding and utilizing online resources, learn online gradebook and SIS, etc.)

Certificates, Licenses, Registrations, Education and Experience:

- Bachelor's degree required, Master's degree preferred
- Teaching experience is desirable. However, if a candidate possesses a Master's degree or higher or has significant work experience in the relevant fields, exceptions are possible to be determined on a case-by-case basis.

Interested applicants should email their resume to: careers@sjnacademies.org