



Job Title: Leadership Teacher

Department: Academics

Position reports to: Academic Dean and the Academy Provost

FLSA Status (Exempt/Non-Exempt): 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. Because SJNA is a boarding school, a faculty member has unique opportunities not present in traditional day-school settings. Also, faculty members are required to stretch their talents beyond those of a traditional day school. Therefore, a faculty member at SJNA who thinks beyond the classroom and understands their role is more than just a job, but rather as a vocation, is bound to have rewarding experiences.

LEADERSHIP at SJNA

The Leadership Instructor is responsible for developing and coordinating specific education programs for high school-level students enrolled in the Prefect Leadership Academy. Design, develop, and deliver education and development programs to build practical leadership skills. Teach young adults through a creative and flexible program in an environment favorable to learning and personal growth. Encourage individuals to develop leadership skills, attitudes, and knowledge needed to obtain an excellent foundation to become competent. Foster continuous growth and development; by providing students with experiences by establishing effective rapport with students and their parents by assisting students in developing positive feelings toward themselves and others.

RESPONSIBILITIES

Leadership Instructor Duties:

- Prepare for and deliver instruction and perform teaching-related activities.
- Teach and design curriculum for 9th and 10th-grade level leadership courses:
 - Character Education for Leaders: Self Leadership
 - Character Education for Leaders: Connecting With Others
- Teach and design curriculum for 11th and 12th-grade level leadership courses:
 - Fundamentals of Applied Leadership 1
 - Fundamentals of Applied Leadership 2
- Develop curriculum and monitor and revise as appropriate to maintain course effectiveness; assist in program evaluation.



- Responsible for developing, updating, editing, and maintaining program/discipline curriculum and instructional materials.
- Assess student performance and advise students on academic issues.
- Support student organizations and activities.

Support the Academy:

- A primary responsibility of any faculty member at SJNA is to provide **high-quality instruction, information, support, and mentorship** in a safe, well-managed, inclusive atmosphere. This responsibility requires proper teaching and preparation, including the use of established guidelines, for helping our cadets and students pursue post-secondary goals.
- Faculty and staff need to **support the structures of the Academies**. Therefore, it is vital to work within those structures, supporting both at all times. While the college counselor needs to express their leadership relative to their area, it must include and support the philosophies of the entire institution.
- Faculty members and staff are required to support the Academies by supervising extracurricular activities and **providing support for social** events (chaperone assignments, modified requirements for part-time instructors). In addition, participating in Academy events such as Families Weekend and Commencement Weekend contributes to our goal of creating and sustaining a sense of community.

QUALIFICATION REQUIREMENTS

Knowledge/Skills/Abilities:

- A belief in the ability of every Cadet/Student and a commitment to help each individual achieve personal excellence.
- Should have strong interpersonal skills, organizational skills, and desire to make a difference in a young person's life.
- Must have the ability to supervise Cadets/Students in the classroom and non-classroom settings, ensuring a safe, healthy, and controlled manner.
- Must appreciate the importance of building and maintaining positive relationships with Cadets/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, find and utilize online resources, be able to learn online grade books and SIS, etc.)
- Familiar with strategic planning, organization development, and project implementation and management.
- Effective oral and written communication skills.
- Informative and positive communication with families.

Education/Experience:

- A Bachelor's Degree is required. A Master's Degree is strongly preferred.
- Experience teaching high school is preferred but not required.
- Practical workplace (e.g., corporate, military, academia, etc.) leadership experience desired.

Certificates, Licenses, Registrations: A valid teaching license in the appropriate area/level is preferred yet not required. If a candidate possesses a Master's degree or higher or has significant work experience in the relevant field, case-by-case exceptions are possible.

Interested applicants should email their resumes to careers@sjnacademies.org