

St. Mary's Academy Employment Posting

Job Position: High School Social Studies Teacher

SMA Overview:

St. Mary's Academy, located in Englewood, Colorado is Metro Denver's premier Catholic, independent school offering rigorous academics in its co-ed lower and middle schools, and its high school for girls. St. Mary's Academy offers a safe, yet innovative program that embraces all student backgrounds, and fosters character and moral development from Junior Kindergarten to Graduation.

St. Mary's Academy is a close community where faculty and staff serve as role models for the students in accordance with a mission to foster excellence in each child through academic achievement, spiritual development and service. The qualities of a strong work ethic, desire for personal growth, and commitment to life-long learning that St. Mary's Academy expects of students is likewise an expectation for faculty and staff. Each day, too, is an opportunity to live the Loretto School Values of faith, community, justice, and respect.

St. Mary's Academy is committed to recruiting and retaining a diverse faculty and staff who are dedicated to their profession and to the well-being and life of the St. Mary's Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation or religion. This policy applies to all areas of student concerns: educational policies, admission policies (historically high school admission is open to women only), scholarship, and grant-in-aid programs, athletic and other school-administered programs as well as employee/personnel concerns. St. Mary's Academy is an equal opportunity employer.

No job description could ever fully capture the dynamic nature of being a teacher at St. Mary's Academy. We offer this description as an overview of a teacher's most basic responsibilities.

Job Description:

St. Mary's Academy is seeking a High School Social Studies teacher to teach Advanced Placement Social Studies classes. This is a full-time teaching position reporting to the High School Principal. This individual will support the organization by planning, organizing and implementing an appropriate instructional program in a learning environment that guides and encourages students to develop and fulfill their academic potential.

Through regular conversations with principals, St. Mary's Academy teachers learn and understand their job responsibilities. It has been a hallmark of teachers throughout the history of St. Mary's Academy that their work goes beyond the classroom and includes not only the academic preparation of the student, but also the emotional, social and spiritual development of students. Additionally, teachers at St. Mary's Academy are enthusiastic and energetic and will find support for new ideas and programs. This enthusiasm is encouraged and applauded at SMA. Additionally, faculty members at St. Mary's Academy are a supportive group. One does not have to look far to find a helping hand at St. Mary's Academy.

Major Duties and Responsibilities:

- Teach three 90-minute block classes per semester
- Plan, prepare and deliver instructional activities that facilitate active learning experiences

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- Establish and communicate clear objectives for all learning activities
- Use relevant technology to support instruction
- Provide appropriate and timely feedback on work to allow students to grow in their educational abilities
- Maintain accurate and complete records of students' progress and development, and prepare required reports on students and activities
- Manage student behavior in the classroom by establishing appropriate rules and procedures
- Keep updated with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities
- Participate in department and school meetings, as well as parent meetings
- Participate in co-curricular and extracurricular activities such as social events, sporting events, clubs, overnight trips, community service and other school community activities
- Serve as grade level advisor and club sponsor
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs
- Adhere to and support the mission of St. Mary's Academy
- Other tasks as assigned

All teachers are also responsible for a variety of duties and tasks throughout the day; the principal will make these assignments and share them with faculty. These tasks and assignments change as needs of the community are determined.

Qualifications/Requirements:

Education and qualifications should include the following:

- At least three years of teaching experience - ideally in AP United States History and AP Human Geography
- Bachelor's degree in social studies subject or related field, required
- Master's degree or teaching certification is strongly preferred
- Commitment to employing a positive mindset to teaching social studies with student-centric pedagogy and problem-based learning
- Willingness to build and maintain collaborative relationships with colleagues and parents
- Understanding of and appreciation for high school-aged students in an all-girls community.

Salary/Benefits:

Salary is commensurate with experience. This is an exempt, salaried position with benefits.

How to Apply:

Interested candidates should send a cover letter, resume, statement of educational philosophy and list of three references to High School Principal, Iswari Natarajan: inatarajan@stmarys.academy. No phone calls, please.