



Position: High School English Teacher

Location: Pasadena, CA

Description

The Waverly School seeks a full-time high school English instructor for the 2024–2025 academic year. The English teacher will be responsible for instructing students in literature, analytical reading and writing for students in grades 9–10. The successful candidate will need to have experience teaching students at a high school level and demonstrate the capacity to be creative in lesson design and culturally responsive in their pedagogy. In addition, they will be able to organize their own field trips and support students in getting involved in literary and creative arts in greater Los Angeles. Waverly is a progressive school, and the successful candidate should have previous experience in progressive schools and/or be willing to take professional development that helps them understand how to teach in a progressive school.

Waverly is highly collaborative, and the mission focuses on social justice education and progressive pedagogy. The successful candidate understands how these relate to English instruction and can design a program that supports these twin aims. Teachers are expected to teach a diverse range of learners and people and have the ability to support students throughout the year. Each high school faculty member also serves as an advisor, club mentor and is present for student supervision and participates in school trips.

Primary Responsibilities:

- Plan and design curriculum that aligns with Waverly’s scope and sequence and as aligned with the school mission and philosophy.
- Use teaching strategies that include small and large group instruction, hands-on experiential learning, inquiry-based learning, integrated learning.
- Use Responsive Classroom or Culturally Responsive Teaching pedagogy and techniques to set-up, run and develop a consistent, caring classroom environment.
- Facilitate an advisory, teach an elective.
- Provide supervision of students outside the classroom – i.e., lunch periods, dismissal, waking to and from other campuses
- Collaborate with high school faculty and learning support educators.
- Use formative and summative assessment tools to meet student’s learning needs.
- Monitor and document student progress throughout the year and evaluate learning development.
- Lead parent/teacher conferences and student led conferences.
- Write and edit semester reports that include checklists and narrative writing.
- Chaperone field trips, outdoor education trips, or other experiential learning opportunities
- Build and maintain positive relationships with parents.

- Have regular communication with parents via email and newsletters.
- Support admissions and other school events (i.e., parent education nights, graduation, etc.)
- Attend special events during evenings and weekends.
- Attend and participate in weekly faculty meetings (after school) and occasional workshops, in-service opportunities, and other training seminars.
- Adhere to policies and procedures as outlined in the employee and faculty handbooks.
- Complete other duties as assigned by the Division Director or Head of School

Physical Demands

- Work in person, on campus
- Prolonged periods of standing and walking throughout classrooms and between several campus locations
- Regularly spend long hours sitting and using office equipment and computers
- Occasionally lift 15-45 pounds
- Regularly move up and down stairs

Requirements:

- 3-5 years of middle school or high school English instruction.
- Ability to communicate fundamental and sophisticated literary concepts to middle and high school students.
- Regular reporting on student progress and performance in written and verbal formats.
- Collaboration with members of the English department and high school faculty.
- Positive attitude, excellent communication and organizational skills.
- Ability to design culturally responsive curriculum that attends to the needs of diverse learners.

Desired Traits:

- Experience in a progressive educational setting.
- Fluency in Spanish, Mandarin, Armenian, Hindi and/or Tagalog.

Other requirements

- Initial and continued employment background investigation required – fingerprints via Live Scan.
- Initial and continued TB Assessment required for employment in CA schools.

Job Type: Full-time – 10-month year, Exempt

Typical hours per week: 40 – during school hours, 8:00 a.m. to 4:00 p.m.

Salary Range: \$50,000 – \$90,0000

School Contact

Interested candidates should submit their resume, letter of interest and particular qualifications for the position, statement of educational philosophy to:

Vella Cagle, Director of Human Resources

vella@thewaverlyschool.org

School Information

[The Waverly School](#) is a nonsectarian, coeducational, college preparatory, progressive day school that spans young kindergarten through high school. Waverly provides an experience-based, cross-disciplinary education in which students are expected to work to their highest potential. Waverly is dedicated to helping students become confident, curious, resourceful learners who demonstrate intellectual engagement, critical and creative thinking, respect for individual differences, and a strong sense of personal and social responsibility. The Waverly School has three campuses and a one-acre organic farm, all within walking distance of one another, in Pasadena, CA.

EEO Statement

The Waverly School is an equal opportunity employer dedicated to a policy of non-discrimination based on the race, color, creed, religion, sex, gender, gender identity, gender expression, marital status, pregnancy, transgender, transsexualism, sexual orientation, age, national origin, citizenship, primary language, military or veteran status, physical handicap, disability, medical condition, mental disability, genetic characteristic or information, ancestry, or based on any other consideration made unlawful by federal, state, or local laws.