



The Buckley School is a dynamic, nurturing learning community committed to equity and inclusion, and as such, seeks to hire talented employees with diverse backgrounds.

## Middle/Upper School English Teacher

The Buckley School, Los Angeles' oldest K-12 all-gender learning institution, has an opening for a Middle/Upper School English Teacher for the 2024-2025 school year. Buckley teachers create an educational program and a classroom environment in support of the school's mission, Portrait of a Graduate, Strategic Plan, and commitment to DEI, based on the belief that student agency and engagement is critical for effective learning. This position is responsible for teaching four Middle/Upper School English classes and/or electives and serving as an advisor.

### ESSENTIAL FUNCTIONS:

#### Instruction

- Plans, organizes and implements appropriate discipline-specific, interdisciplinary, and differentiated educational experiences and classroom environment to fulfill the Portrait of a Graduate, the school's mission, strategic plan, DEI initiatives and Commitments, and also ensures students find agency, purpose, and relevancy in their learning
- Provides differentiated instruction to meet individualized needs by utilizing a range of up to date techniques and practices, creating meaningful relationships, and practicing growth mindset
- Provides for continued student learning during teacher absences from classroom

#### Curriculum

- Participates in regular review, revision, development and documentation of curriculum by utilizing recent research in neuroscience, education, psychology and futurism
- Participates in meeting grade level, departmental and/or school level curriculum goals

#### Procedural Responsibilities

- Upholds all expectations, policies and practices outlined in the school's employee handbook, the collective bargaining agreement, other foundational documents, and directives from senior administrators
- Maintains accurate and timely electronic records for each student

#### Students/Staff/Community Relations

- Creates warm and uplifting professional relationships with students, families, and all constituencies of the school
- Communicates with students, families, and administrators in a timely and effective manner concerning student progress

- Serves as an ambassador for the school at all times, on and off campus, for example but not limited to: upholding the expectations in the employee and family handbooks; speaking positively about the school and its community members; participating in the school's efforts to recruit and retain new families, faculty and staff; etc.

#### **KEY RESPONSIBILITIES/DUTIES:**

- Teach a full load of courses, as defined by the collective bargaining agreement
- Serve as an advisor or homeroom teacher, as appropriate
- Participate in the life of the school by attending assemblies, games, concerts, galas, and other school events
- Serve as a chaperone for outdoor ed and/or daily field trips
- Provide supervision for lunch, study hall, recess, arrival, dismissal, etc. and other duties as assigned

#### **EDUCATION AND/OR EXPERIENCE:**

- Possess the minimum of a Bachelor's Degree from an accredited college or university, graduate degree and/or teaching credential preferred
- Possess 3-5 years classroom teaching experience, preferably within an independent school

#### **SKILLS AND ABILITIES:**

- Model the highest standards of professionalism and creates warm, uplifting and trusting learning environments and working relationships marked by humor, positivity, humility, empathy, excellent emotional intelligence, extraordinary interpersonal skills, and collaboration
- Demonstrate great individual integrity, initiative, self-awareness, commitment to personal and professional growth, and the ability to receive and apply feedback
- Possess a passion for education, particularly in an independent school environment, conveyed by a solid understanding of educational practice and philosophy grounded in DEI
- Possess knowledge of and demonstrated competency in diversity, equity, inclusion, and social justice
- Relish the joys and challenges of working with middle/upper school students and possesses a deep understanding of the intellectual, social, emotional, and physical development of children
- Demonstrate adaptability, dependability, good judgment, strong social skills and the abilities to read, assess, imagine, evaluate, calculate, & make wise decisions
- Possess significant experience implementing instructional programs
- Demonstrate strong communication skills in person, in writing, by phone and through other electronic means (such as Zoom)

#### **KNOWLEDGE:**

- Current knowledge of all subject area content
- Knowledge of instructional methodologies to support discipline-specific and interdisciplinary learning, and the ability to learn and implement new instructional practices over time
- Knowledge of and ability to implement useful diagnostic and progress assessment measures
- Knowledge and effective use of instructional methods and learning materials

- Knowledge of Microsoft Office, Google Suite, Blackbaud/Education Edge, and the ability to learn new and evolving technology

**COMPENSATION:**

The Buckley School is comprised of faculty who are brand new teachers to experts in their field with over 40 years of experience. The broad range which includes all experience levels is \$61,359 - \$128,581. As a school with a unionized faculty, compensation is determined in partnership with the union through the collective bargaining agreement.

The base salary is separate from fringe benefits, such as retirement contributions, daily lunch, on-site parking, contributions to medical, dental, vision, life/AD&D plans, our generous time off policy, or potential stipends (for eligible employees). Our pay ranges are reasonable estimates of what the School anticipates paying for a role but are not guaranteed. If hired at The Buckley School, your actual base salary will be determined by your education, experience, and schedule. Our salary scale can be found by visiting: <https://www.buckley.org/about/employment>

**TO APPLY:**

Interested candidates should send their resume to [jobs@buckley.org](mailto:jobs@buckley.org). In a cover letter/email please explain how you have included diversity, equity, and inclusion in your work with students or colleagues.

**ABOUT THE SCHOOL:**

The Buckley School proudly carries on the mission of its founder, Dr. Isabelle Buckley, who in 1933 set out to provide students with an education characterized not only by academic excellence, but also a sense of self-esteem, responsibility, and character. An independent, all-gender day school for students in kindergarten through grade 12, providing students with a program based on critical thinking, creative self-expression through arts, physical development, and moral education lies at the heart of Buckley's ethos.

At The Buckley School, faculty and staff believe in their students, see their capacity for growth, and nurture their ability to create and evaluate. Students are honored for their diverse backgrounds and admired for their ability to lead with empathy and courage. Inspired by its mission, the Portrait of a Graduate, Dr. Buckley's Four-Fold Plan — education with equal emphasis on Academics, the Arts, Athletics, and Moral Education — and the Buckley Commitment of Honesty, Loyalty, Respect, Kindness, Self-Reliance, and Self-Discipline, faculty uplift students, partner with parents, and build community every day.