Poly Prep seeks applicants for the position of Journalism Teacher. The Journalism Teacher performs two roles in the Upper School: teaching and advising student publications, both print and online. In the classroom, the teachers will plan and prepare lessons, assess student growth, maintain accurate records, and communicate effectively with colleagues, supervisors, and families. Courses include both introductory ones and advanced or special topics in journalism. The Journalism Teacher will advise both the student newspaper (*The Polygon*) and the school yearbook (*The Polyglot*).

The ideal candidate will possess both excellent professional qualifications and a passion for teaching and learning. Other essential qualities include enthusiasm for working with students, families, and colleagues and a sense of humor. That person will also be both flexible and creative and work well under deadlines. We seek an individual who is committed to promoting diversity and inclusion, and whose personal integrity and collegiality will enrich a high-achieving, collaborative environment.

**PRIMARY RESPONSIBILITIES AND ACCOUNTABILITIES**

**Teaching:**
- Teaching two sections of journalism
- Working with students on an individual basis, as need be
- Maintaining an accurate electronic gradebook
- Communicating effectively and supportively with students and families
- Providing written and oral feedback on student progress consistently throughout the school year

**Additional Responsibilities:**
- Serving as an advisor for the student newspaper
- Serving as an advisor for the school yearbook
- Demonstrating energetic commitment to professional development
- Attending and contributing to meetings during and after the school day, including, but not limited to, departmental, committee, divisional and grade-level meetings
- Accompanying students on occasional curricular trips
- Attending community events throughout the school year

**QUALIFICATIONS**

**Education:** Bachelor’s degree in journalism, English, education or related disciplines required. Master’s degree or higher preferred.

**Experience:** Experience in both teaching and journalism required.

**Specific Skills:** The position requires familiarity with computers, educational technology, and relevant publishing technology.

**Certifications/Licenses:** Teaching certification is preferred, but not required.
Poly Prep strives to be an equitable, just, and diverse community, one proud of and deeply committed to empowering students to discover who they are and what they want to be. In keeping with the country day school philosophy, we seek community members who will share a passion for learning in and out of the classroom. Every educator at Poly Prep aspires to uphold our mission “to support and inspire the next diverse generation of leaders and global citizens to act with intelligence, imagination and—above all—character.”

We offer a great environment, with a full benefits package (medical, dental, vision, life insurance, a generous match on our 403(b) retirement plan, long-term disability, flexible spending account, pre-tax commute benefit, and free lunch).

How to Apply: Interested applicants should send a cover letter and current resume detailing their interest in the position and specific evidence of their qualifications to Peter Nowakoski, Chair of English Department at hiring-english@polyprep.org.