



Falmouth Academy
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EMPLOYMENT OPPORTUNITY AT FALMOUTH ACADEMY

Job Title: Middle School History Teacher

FLSA Classification: Exempt

Responsible to: History Department Chair, Academic Dean, and Head of School

Last Modified: January 2019

Position Summary: Falmouth Academy is seeking a middle school teacher for the 2019-2020 school year. Preferred candidates will have an academic background in history as well as a record of demonstrated success working with young people in education or a related field. He or she is an enthusiastic individual who has demonstrated a passion for history and research and for teaching that builds interest in, enthusiasm for and mastery of the subject. In addition, the candidate will have the capacity to contribute to the life of the School in co-curricular areas, especially coaching (soccer, basketball and lacrosse.)

Essential Duties and Responsibilities

- Teach three sections of history
 - Prepare course materials such as syllabi, homework assignments, and handouts
 - Maintain student attendance records, grades, and other required records
 - Evaluate and grade students' class work, assignments, and papers
 - Plan, evaluate, and revise curricula, course content, and course materials and methods of instruction
 - Maintain regularly scheduled office hours in order to advise and assist students
- Participate in school evaluation and professional development programs
- Advise students on academic and other matters in accordance with the School's mission
- Coach two to three athletic teams
- Participate in some infrequent evening or weekend activities, including meetings, professional development, or other school activities
- Other duties, as assigned

Minimum Acceptable Qualifications

- Bachelor's Degree in history or a related field
- Effective communicator, both verbally and in writing, with colleagues and parents
- Enthusiastic interest in teaching, motivating, coaching and mentoring high school students
- A role model for students

- Ability to meet classroom, advisory, and extra curricular obligations on a consistent schedule
- Ability to attend meetings before and after the normal school day schedule and sometimes in the evening
- Ability to comply with the requirements of a standard work week

Physical Requirements and Work Environment:

- Works in an environment with a wide variety of challenges, deadlines, and a varied and diverse array of contacts
- May work at a desk and computer for extended periods of time.
- Be able to occasionally lift up to 15 lbs.
- Work primarily in a traditional climate controlled office environment.
- Work intermittently in outside weather conditions, including extreme heat and cold

Candidates who wish inquire a cover letter, resume, and list of professional references to Matt Green, Head of School (contact information listed below). Feel free to include any questions or additional materials.

Contact Information

Mr. Matthew Green, Head of School
7 Highfield Drive
Falmouth, MA 02540

Communication via email preferred. Send letter and resume to candidates@falmouthacademy.org