



## VACANCY

**POSTED 7/26/2022**

**Starting Salary: \$42,930**

### **IBDP English B Instructor**

United World College-USA is seeking a full-time English B Instructor to begin by September 1st. This is an interim one year appointment. The ideal applicant will hold a Master's degree in English as an Additional Language (EAL) or a related field and have at least three (3) years' experience teaching high school EAL or a related subject.

Favorable consideration will be given to applicants with experience in residential school settings and all applicants should be willing to be engaged in residential life and experiential education. Experience and knowledge of the UWC movement is a plus.

### **Instructional Responsibilities**

**IB Teaching:** A full-time English B Instructor is responsible for teaching four classes of English B and/or possibly an additional language class or Theory of Knowledge, based on demand. This teacher instructs both Higher Level and Standard Level in the same classes; however, in the first year the course content is identical and differentiation occurs in the second year.

**Professional Development:** All IB teachers are expected to participate in IB workshops specific to their discipline on a regular basis to stay up on curricular developments. Teachers new to the IB are expected to participate in a Category 1 workshop as early as possible after they have been hired at UWC USA's expense.

**Course Content and Assessment:** The teacher is responsible for covering the required course content and assessing student performance based upon a standard set of requirements and criteria provided by the IB as laid out in the IB Subject Guide.

**Extended Essays:** All teachers are expected to supervise Extended Essays (EE). The EEs are research topics developed by students which result in an essay of approximately 4,000 words and involving four to six hours of work for the supervisor per Extended Essay. There are three mandatory reflection sessions that must be completed. Teachers may be asked to supervise Extended Essays in subjects that they do not teach if there are not any in their given subject.

**Grades and Reports:** The teacher will compile grades and write a narrative report for each student in their classes at designated times of the year. Teachers are to track grades and attendance using PowerSchool, and will use the affiliated LMS (Schoology) as the learning platform.

**Examination oversight and invigilation:** During examinations teachers are expected to invigilate their own exams and, during the IB examinations in May, full-time teachers are expected to invigilate approximately 12 hours of exams.

**References and Recommendations:** All faculty are to write letters of recommendation to colleges and universities on behalf of their students, at the student's request.

### **General Responsibilities**

**Advising:** Teachers serve as official advisors to a group of 7-8 students. The duties of an advisor are clearly laid out in the faculty handbook.

**Experiential Education (ExEd):** All faculty members each year sponsor activities that fulfill the ExEd and campus service requirements of UWC-USA, assist with the student generation of digital portfolios (as part of advising) and participate in annual events that are designated and on the school calendar at the beginning of the school year in August.

**Residential Life:** All faculty members are involved in residential life during their tenure at UWC-USA. All faculty who have been provided with school-supplied housing will be expected to accept appointments serving as an Assistant Resident Coordinator for two (2) consecutive years on a rotating cycle or as needed.

**Weekend Duty:** All faculty and staff who have school-provided housing (regardless of the location of that housing) are expected to provide weekend assistance up to five weekends per year. Those on weekend duty are expected to be in their residences on campus.

**Meetings:** All full-time faculty are to attend all employee meetings, faculty meetings, required faculty professional development sessions, department meetings, and all-school assemblies.

**Orientation and Post-Graduation:** Faculty participation in Orientation in August is critical to the success of the program, and all are required to participate in several aspects of orientation that are clearly laid out at the start of the school year. Additionally, all faculty are expected to remain on campus after Graduation to participate in faculty professional development, completion of grades and reports, and/or culminating activities.

**Southwest Studies and Project Week:** Southwest Studies and Project Week are week-long educational excursions that take place in the fall and spring, respectively. All full-time faculty are to participate in one of these trips per year.

**Leadership:** All UWC-USA employees are expected to provide varying levels of leadership in order to support the UWC mission. Examples include but are not limited to:

- Actively participating and contributing to committee or task force assignments, providing leadership in campus-wide events or initiatives, strategic planning efforts, in the experiential education program, the dormitories, dining hall, and/or in physical plant initiatives.

- Initiating strategic discussions and sharing thoughtful and innovative ideas with your co-workers for carrying out the UWC mission and successfully completing day to day work assignments.
- Demonstrating a growth mindset by believing and acknowledging that intelligence, skills, learning and creativity can all grow with time and experience.
- In all interactions, upholding the UWC mission and values, and creating an environment that promotes and values diversity, equity and inclusion.

UWC-USA is an international boarding school. It enrolls up to 240 students in grades 11 and 12. All students follow the IB Diploma Program. Roughly twenty percent of the students come from the U.S.; the remainder represent more than 90 different countries. Students are admitted on the basis of merit, potential, and promise.

**To apply, complete [an application form](#).** Applications will be accepted until the position is filled. The successful candidate is required to either be vaccinated, as vaccines are available, or provide a medical or religious waiver, prior to starting this position at UWC-USA.

UWC-USA does not discriminate in its educational programs, activities, or admission and employment practices based on race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, or any other legally protected class.