

# NANSEMOND - SUFFOLK ACADEMY

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**POSITION TITLE:** Upper School English Teacher  
**DEPARTMENT:** Upper School  
**REPORTS TO:** Head of Upper School  
**FLSA:** Exempt  
**TERM:** 10 months

## School Overview:

Nansemond-Suffolk Academy is an independent coeducational, college preparatory day school serving grades Pre-Kindergarten – 12 at our Main campus and Pre-K – Grade 3 at our Harbour View campus. The school has a current enrollment of approximately 900 students, 170 employees, and sits on two campuses, a 100-acre campus and a 3-acre campus, both located in Suffolk, Virginia. Nansemond-Suffolk Academy is accredited by the Virginia Association of Independent Schools.

## Job Summary:

We are looking for a positive, enthusiastic, and proactive educator with a strong background teaching English, including AP and Honors level courses, and working with ninth through 12th grade students in Upper School. This position requires collaborative work with faculty within the English Department. We seek candidates who possess the following education, experience, capabilities and qualities:

## Essential Functions:

- Plan, prepare and deliver creative and effective instructional and interactive lesson plans that lead to active learning experiences and enhances a student's knowledge of English.
- Identify and select different instructional resources and methods to meet students' varying needs.
- Lead students to develop critical thinking and process skills.
- Collaborate and plan on a regular basis with the other colleagues on the grade level team.
- Utilize technology to facilitate instruction and enhance learning.
- Participate in departmental level, divisional and whole school meetings and professional development activities.
- Advise a small group of students and hold conferences with students and parents.
- Provide time to mentor, tutor and assist students who may need extra help.
- Grade papers, projects and post grades in a timely manner.
- Communicate with parents regarding a student's progress in the classroom.
- Ability to teach virtually via Zoom, Google Hangouts or other virtual learning technology applications to provide educational services via remote learning for a reasonable time should the school be closed for an extended period of time as a result of an unforeseen event (i.e. pandemic, pervasive health emergency or other catastrophe out of the control of the school).
- Perform additional duties as assigned by the Head of Upper School.

## Required Education/Background:

- Bachelor's degree or postgraduate degree in English or Education, with a concentration in English.
- Accomplished teacher of English with student-centered pedagogy.
- Current teaching certification in the state of Virginia, preferred, but not required.
- Technology proficiency is essential including use of Microsoft Word, Excel and PowerPoint, the use of SmartBoards and digital projectors as well as Zoom, Google Classroom and other virtual learning technology platforms, preferably in an Apple environment. Proficiency with G Suite and Blackbaud

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preferred, but not required.

- Effective in integrating technology into the classroom to enhance learning.
- 3 – 5 years teaching experience preferred.

## **Required Skills:**

- Possesses a student-centered outlook.
- Understanding of the needs of students in a challenging academic independent school environment.
- Ability to collaborate effectively with other English teachers and ensure cohesion of the program across divisions.
- Understands the mission of the school and the need to focus on the education of the whole child.
- Takes initiative and is self-motivated.
- Values parents as a vital resource in educating a child.
- Represents the school positively in the community.
- Excellent organizational skills and communication skills, both written and oral.
- Understand the critical nature of building positive working relationships with students, parents and colleagues.
- Work collaboratively not only with teachers within the department but also schoolwide.

Nansemond-Suffolk Academy offers a competitive salary, health, retirement, disability and life insurance benefits. Qualified applicants shall submit a completed NSA employment application (form posted online), resume with references and a cover letter explaining their interest in and qualifications for this position to Amy Morrell, Executive Administrator, Office of the Head of School, at [amorrell@nsacademy.org](mailto:amorrell@nsacademy.org), for further consideration. Salary commensurate with experience.

*At Nansemond-Suffolk Academy, students are engaged in personal growth, inspired to discover their passion and empowered to make a difference in the world.*