

**Job Title: Upper School English/Grammar/Composition Instructor**

**Location: Laurence Manning Academy, Manning, South Carolina**

**About Us:** Laurence Manning Academy was founded in 1972 on the commitment to providing students in grades K3 through 12 with a high-quality education within a safe, friendly, and morally rich Christ-centered environment.

**Position Overview:** Laurence Manning Academy is seeking a dynamic and nurturing individual to join our family of dedicated and energetic faculty, staff as an **Upper School English Instructor**. The ideal candidate will be one who is aligned with our Christ-centered values to guide students in their holistic development by supporting students in their academic, personal, social, and spiritual development. The ideal candidate will create an environment conducive to learning and be passionate about helping students advance their knowledge and skills of literature, as well as their grammar and composition skills.

**Responsibilities:**

1. Teach content and skills in English language composition and literature to secondary students, utilizing the course description provided. Develop and maintain lesson plans and instructional materials and activities that are engaging for students.
2. Create engaging instructional activities that meet the needs of both the whole group and the individual needs of students.
3. Participate as a contributing member of the English Department and be open to opportunities to assist and serve with student clubs and organizations.
4. Keep appropriate records and update grades in a timely manner, aligning student assessment with instructional goals.
5. Communicate with parents/guardians as needed. Making sure parents are aware of student progress.
6. Participate in supervisory duties as assigned.
7. Establish and maintain standards of student behavior needed to achieve a functional, safe, and secure learning environment.
8. Guide students in the development of social and emotional skills.

**Qualifications:**

- Bachelor's degree required, preferably in English and/or experience in Literature, Grammar, and Composition.
- Strong interpersonal and communication skills.
- Experience and competency using PowerSchool, Microsoft Teams, and Microsoft Office preferred.

## **How to Apply:**

**Applications are being accepted now through the end of July 2024.** Interviews will be conducted on a rolling basis until the position is filled.

Interested candidates should submit a cover letter, resume, and professional references to [tboykin@lmaedu.org](mailto:tboykin@lmaedu.org).

Laurence Manning Academy is an equal opportunity employer and encourages individuals who share our Christian values to apply.

Join us in shaping the future of our students, fostering a Christ-centered environment, and guiding them to thrive in all aspects of their lives.

We look forward to welcoming a dedicated Upper School English Instructor to our LMA family and team!

Note: The above job description is a general outline of Upper School English Instructor position. Additional duties may be assigned as needed to support the goals and mission of Laurence Manning Academy.