



Master Teacher – English & Novel Studies Job Description

2022–23 SY

Rationale:

The Master Teacher plays a vital role in the lives of Nativity students and faculty by teaching, supervising, and mentoring resident /intern teachers as well as students.

Accountability:

The Master Teacher reports directly to the Principal / Head of School

The Mission:

Nativity Preparatory School of Wilmington is a tuition-free Catholic middle school for boys. Guided by the example of Saint Francis de Sales, it strives to educate students, regardless of faith, to maximize their God given potential. Nativity empowers students to earn acceptance and achieve success in a college preparatory school through a rigorous holistic education.

The Responsibilities:

- Teaches at least four classes per day (20–22 per week)
- Write lesson plans and enter grading reports as required, in a timely manner
- Supervises students' arrival (morning duty), and departure (dismissal duty) on a rotating basis
- Proctor or assist a school club or sport each quarter / semester
- Proctors recess and lunch duty on a rotating basis
- Attends annual retreat and professional development days as scheduled on the calendar
- Supervises field trips when necessary
- Attends weekly faculty meetings on Wednesdays
- Assists the Principal / Head of School in mentoring the resident/intern teacher(s)
- Complete other assigned responsibilities designated by the Principal / Head of School

Responsibilities Outlined:

Academics:

- Seamlessly integrate nonfiction text and literature disciplines to expound on its socio-cultural impacts
- Coordinate Innovation Hour (which occurs each Wednesday) for Semester 2

This encompasses a service learning project

Qualifications:

- Completed B.A. or B.S from an accredited college or university
- Committed to fulfilling the mission of Nativity Prep
- Personal and professional integrity
- Driver's License, highly desirable

The Benefits:

- Competitive salary and benefits package Health care, Life & Disability Insurance, and retirement benefits