



High School English Teacher

Boca Prep International School is seeking a high school English teacher to join our team. The ideal candidate should be passionate about secondary education and committed to helping young people contribute proactively to the ongoing work toward a better world.

Founded in 1997, [Boca Prep](#) has been an independent school providing a student-centered, college-preparatory, International Baccalaureate (IB) education for students in preschool through 12th grade. The school was IB authorized in 2009 and became an IB World School in 2016, offering all three International Baccalaureate programs, as well as extracurricular activities, community service, performance programs, and the performing arts, all of which are emphasized alongside the highest expectations for academic engagement and attainment. With over 50 countries represented in our student body, Boca Prep has developed its own community with an international perspective. With small class sizes and an experienced, caring faculty, we help students become lifelong learners and global citizens.

Boca Prep is an [International Education Systems](#) (IES) school. Students and faculty from IES schools are members of a worldwide network of international schools that collaborate, share expertise, and facilitate cultural and linguistic exchange. IES schools focus on the individual student through small classes, mentoring, and a personalized learning system. IES schools stress internationalism, whether through IB programmes or national programmes that include an emphasis on internationalism, privilege language learning as a key skill in a globalized world, promote academic rigor, stress the development of character, self-discipline, and learning how to learn, and are flexible about the distinctive needs of the different societies and communities that they serve.

Key Responsibilities:

- Uphold and model the school's core values and community expectations.
- Teach developmentally appropriate high school English classes and one journalism course, ensuring that taught content and skills align with the expectations of a rich, college prep curriculum and the expectations of the IB Middle Years and Diploma Programmes.
- In collaboration with the IB Coordinators and colleagues, adapt material and methods to develop relevant sequential assignments and unit & lesson plans that guide and challenge students.
- Establish and maintain student behavior standards needed to achieve a positive classroom environment; demonstrate strong classroom management skills to maintain a respectful learning environment that ensures high levels of learning for all students.
- Using IB rubrics, assess and document each student's performance/progress both formally and informally to meet the School's standards.

Boca Prep International School

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- Provide consistent and regular feedback to students and their parents through the school's LMS, report cards, and anecdotal comments.
- Be an active member of the Boca Prep school community.
- Use a variety of instructional strategies to meet the needs of diverse learners.
- Integrate technology and experiential learning into daily instruction.
- Foster a safe, respectful, and nurturing classroom environment.
- Assess and monitor student progress through formative and summative assessments.
- Communicate regularly with parents and guardians about student development and learning.
- Collaborate with fellow teachers, specialists, and administrators to enhance instructional practices.
- Maintain subject matter expertise and professional competence by attending faculty development programs, curriculum development meetings, and other professional development opportunities.
- Incorporate 21st-century teaching skills into the curriculum and integrate appropriate educational technology in a 1:1 BYOD classroom.
- Model and foster non-discriminatory practices and a global mindset.
- Be a role model of integrity and professionalism.
- Be a team player; cheerfully participate in and/or assist with pick-up and drop-off, lunch duty, assemblies, field trips, Back to School Night, and other duties and routines regularly part of a PK-12 independent school environment.
- Maintain regular, punctual attendance, including school meetings, professional days, graduation, and other required events.
- Adhere to School policies as described in the Employee Handbook and other materials.

Qualifications:

- Bachelor's degree in Secondary Education or a related field (Master's preferred).
- Strong classroom management and communication skills.
- A deep understanding of child development and differentiated instruction.
- Enthusiasm for working with middle school-aged children and collaborating with colleagues.
- A high degree of professionalism, collegiality, and personal conduct both in and outside of school.
- Ability, willingness, and judgment to interact and communicate effectively and positively with all constituents in a school environment.
- Comfortable with ambiguity and change inherent in a school environment; willingness to adapt and pivot as needed.
- Have or complete within one year the Category One training with the IB; may be required to complete training over the summer; Boca Prep pays for the training.
- Experience in developing and implementing project-based learning curriculum for young children.
- Commitment to continuous professional growth and development.
- Willingness to be involved in the life of the school.
- Proficiency in the Google Suite (Docs, Sheets, Drive, etc.) is required.
- Excellent verbal, written, and presentation communication skills.
- Preferred: Demonstrated expertise and a minimum of three years of classroom

teaching.

- Preferred: Prior experience teaching in an independent or private school setting.
- Preferred: Prior experience in an International Baccalaureate school.

Compensation includes a comprehensive employee benefits package; Boca Prep offers a competitive salary commensurate with background and experience. Qualified candidates should send a resume/CV and a statement of interest to Chuck Maddox, Head of School: chuck.maddox@iesmail.com.