



422 N. Prospect Street • Wheaton, IL 60187 • (630) 462-9657 • (630) 462-9658 fax • [greenhousecoschool.org](http://greenhousecoschool.org)

## **American Literature Teacher** (updated April 2024)

### **Organization**

In collaboration with parents, Greenhouse exists to develop a new generation of leaders who will serve the common good and in all things bring glory to God. We do this through fostering a love for learning and sharpening academic skills and intellectual discernment; promoting moral virtue and personal responsibility; and nurturing authentic relationships in a community marked by integrity, humility and love. Greenhouse comes alongside homeschooling families to provide exceptional experiential academic and social opportunities within a uniquely Christian classical environment. We currently serve 300 students annually with a budget of \$1 million.

Please visit [www.greenhousecoschool.org](http://www.greenhousecoschool.org) to learn more.

### **Position**

Reporting to the Rhetoric Lead Teacher, the American Literature Teacher teaches and trains freshmen in American literature (spanning the 17<sup>th</sup> century through the early 20<sup>th</sup> century, as well as the lives of famous authors). The teacher also instructs students in the basics of reading and analyzing poetry. Each class typically includes group book discussions, lectures, small-group learning tasks, and writing exercises. Students write research papers, reflections, and present speeches along with dramatic monologues. This course also focuses on basic time management, study skills, and offers an optional Honors track.

### **Classification**

The American Literature Teacher is a part-time exempt position.

### **Specific responsibilities include**

#### Teaching

- Teach cohorts of freshman students each in a 90-minute class period
- In the 2024-2025 academic year<sup>1</sup>, there are three cohorts, Monday<sup>2</sup>, Tuesday and Thursday.
- Implement the provided scope & sequence and teach the identified skills for freshman students
- Along with other Humanities faculty, refine the curriculum with an emphasis on classical pedagogy
- Determine which supplies, books, etc. are needed and procure supplies, as deemed necessary
- Comment on student assignments in a timely fashion
- Submit course pack and handouts to be reproduced by designated deadlines each term
- Post assignments each week by the specified deadline into Google Classroom
- Submit and organize teaching material in Google Classroom
- Maintain up-to-date gradebook in FACTS

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<sup>1</sup> The days on which American Lit is offered change each year.

<sup>2</sup> Monday's cohort is a one-year appointment.

- Address classroom situations in such ways that Christian virtue is called forward and relationships are strengthened.
- Quickly initiate and/or respond to matters of parental concern – positive or negative
- Participate in Co-Teacher conferences on two evenings in early December

#### General Responsibilities

- Pray for Greenhouse students
- Participate in a 2-day teacher training (August) and other faculty development events
- Attend the Fall Kick-off event for Rhetoric (AM)
- Attend Welcome to Rhetoric event for all freshman (half-day August)
- Attend monthly faculty meetings (time for prayer, checkpoint, assessment, coordination). (PM)
- Participate in December Co-Teacher conferences (2 evenings)
- Participate in regular checkpoints with the Rhetoric Lead Teacher
- Submit announcements, and materials to be reproduced or posted by designated deadlines throughout each term
- Serve as substitute teacher, if able

#### **Qualifications**

American Literature Teachers will have the following experience and attributes:

- Active involvement in a local church that aligns with the beliefs of the Apostles Creed and/or the National Association of Evangelicals Statement of Faith
- Personal qualities of integrity, and servanthood, and a commitment to the mission of Greenhouse
- A calling from God to serve His kingdom through the mission of Greenhouse
- Bachelor's degree in Literature, Liberal Arts, the Classics, or Education (Masters preferred)
- Calling as a teacher confirmed by fruit, recognition by others, and heart's orientation and proven ability to engage children in learning
- 1-3 years classroom experience teaching high school students and grading written work
- Proven ability to engage high school students in learning
- Experience in character and spiritual formation
- Capacity to inspire and motivate others
- Growing familiarity and experience with classical education
- An understanding of and commitment to home-schooling and the home-schooling community
- A co-teacher enjoys working on a team of faculty and partnering with co-schooling parents
- Excellent verbal and written communication skills
- Quickly responds to written communication
- Proficiency with basic online practices such as uploading and downloading and working on collaborative documents or files.
- Familiarity with MS Office Suite and Google software, preferred
- Strong interpersonal skills including experience building and maintaining relationships with a diverse network of individuals and organizations
- The ability to deal with information in a confidential manner and respond with sensitivity