



**Job Title:** Faculty  
**Department:** Academic  
**Status:** Salaried/Exempt, Full-time, Benefited  
**Reports to:** Associate Head of Schools

### **SUMMARY**

The Webb Schools is accepting applications for full-time faculty positions for the 2021-2022 school year. Ideal candidates will both share Webb's commitment to cultivating unbounded thinkers through rigorous, student-driven experiential learning and be excited to share their lives with teenagers in a residential boarding school setting. Each full-time faculty member at The Webb Schools participates in all aspects of our school program, teaching, coaching and/or providing supervision in the afternoon program, serving as an advisor, and performing regular duty in support of the residential program. In addition, faculty members are expected to contribute positively and productively to support an inclusive campus community that promotes the development of honor, leadership, and character and which strives to cultivate a sense of belonging for all.

### **RELATIONSHIPS**

Faculty members report to the department chair in their discipline for teaching-related matters, to the dean of students for residential issues, and to the director of athletics and afternoon activities for coaching or afternoon activity responsibilities. Each faculty member ultimately reports to the associate head of schools.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Specific responsibilities include, but are not limited to:

- Teach four classes, including all elements of instructional planning, implementation, and assessment.
- Serve as advisor for a group of 6-9 students, providing guidance in academic, extracurricular, social, and personal areas and serve as the school's key liaison to parents.
- Dormitory duty, one day per week.
- Weekend duty, approximately seven weekends per year.
- Lead or assist with an afternoon activity or sport in two of three seasons.
- Attend all faculty meetings, department meetings, and other meetings as required.
- Attend all school functions: chapels, assemblies, class meetings, as well as special events.
- Complete academic reports, advisor letters, and other forms of academic communication in a timely, professional manner.
- Promote the development of honor, character, and leadership in all dealings with students, including enforcing school rules and ensuring all students feel safe and welcome in their campus home.
- Pursue opportunities for professional growth on an annual basis.
- Other duties as assigned.

## **PROFESSIONAL QUALITIES OF WEBB FACULTY & STAFF**

- Contributes to the delivery of the mission, vision, and values of the school community.
- Demonstrates inclusive and equitable practices to ensure that all members of the community feel a sense of belonging.
- Follows community policies and procedures and models positive behavior.
- Works effectively as a team member and develops professional and productive relationships with colleagues.
- Understands boundaries and embraces responsibility for the care of students *in loco parentis*.
- Promotes a trust-based community by keeping appropriate confidences.
- Manages time effectively and meets deadlines and commitments.
- Communicates and responds to all school communications in a timely manner.
- Exhibits flexibility and adaptability to change as needed.

## **SUPERVISORY RESPONSIBILITY**

Faculty positions have no supervisory responsibilities.

## **EDUCATION AND EXPERIENCE**

The optimal candidate will have a broad interest in their field of study and a minimum education of a bachelor's degree (a master's degree or higher preferred).

## **OTHER REQUIREMENTS**

A current California driver license with a satisfactory motor vehicle record will be required. A criminal background check must be successfully completed before employment can begin.

## **OTHER SKILLS**

Faculty members must be:

- Able to communicate effectively with students, parents, faculty, staff, and administrators.
- Knowledgeable practitioners of their academic discipline.
- Technologically literate and able to guide and direct students' use of technology.

## **PHYSICAL REQUIREMENTS**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. As prescribed by law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is for the 2021-2022 academic year.

Interested candidates should send their cover letter and résumé to:

Dr. Theresa Smith, Associate Head of Schools

[careers@webb.org](mailto:careers@webb.org)

Fax: (909) 482-5272

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