

Mercy High School – San Francisco
Job Description

Job Title: Dance Program Director & Visual Arts Instructor
Department: Visual & Performing Arts Department
Reports To: Director of Teaching and Learning
FLSA Status: Exempt; 190 days – Part-time
Preparation Date: November, 2017

ABOUT MERCY HIGH SCHOOL SAN FRANCISCO

Mercy High School, San Francisco, educates women to pursue lives of spiritual and intellectual depth, determination, and daring action to improve our world as an inclusive, Catholic, college preparatory community enlivened by the Gospel of Jesus and the charism of the Sisters of Mercy.

POSITION OVERVIEW

To plan, organize, and implement an appropriate instructional program in a secondary learning environment that guides and encourages students to develop and fulfill their artistic potential. The Dance Director is responsible teaching one or more sections of dance each semester, producing dance events, and organizing and overseeing the after school dance program. Work is performed under the supervision of the Director of Teaching and Learning.

We seek an experienced high school teacher with expertise in teaching dance education. The ideal candidate will also have experience and knowledge of Catholicism and the charism of the Sisters of Mercy. In addition, the candidate will have interest and experience in a variety of modes of teaching and be highly skilled at differentiated instruction. The candidate will have taught several years at the high school and/or university level, and with experience in and passion for building integrated, interdisciplinary programs of study.

PRIMARY RESPONSIBILITIES

- Collaborates with the Campus Minister to prepare the Soul Sisters for liturgies.
- Collaborates with the Assistant Dance Director to produce regular dance performances.
- Coordinates and oversees all aspects of the after school dance program including hiring, contracting and scheduling the instructors for weekly instruction and choreography
- Work collaboratively with the Drama Director to schedule auditions for incoming freshman for the WIPA program.
- Work collaboratively with the acting and chorus teachers to produce the VPA Festival at the end of the school year
- Plan, prepare and implement lessons, plans, and instructional materials that facilitate active learning.
- Create a student-centered/student-driven classroom that operates on collaborative, project-based learning.
- Work collaboratively with other members of the Visual & Performing Arts, creating new courses, and drafting and implementing departmental course standards.
- Explore, integrate, and implement technology in ways that differentiate, personalize, and democratize education.

- Responsibly facilitate conversations between students and teachers about learning.
- Maintain accurate, complete, and transparent records of student progress and development.
- Encourage and monitor the progress of individual students by providing timely, growth-oriented feedback to students and using information to adjust teaching strategies.
- Manage student behavior in the classroom by establishing a welcoming, safe classroom environment and appropriately enforcing school policies.
- Maintain discipline in accordance with the rules and disciplinary systems of the school.
- Enthusiastically collaborate with faculty, staff, administration, parents, students, and other stakeholders.
- Observe and understand students' behavior and psyche and report suspicions of neglect, abuse, etc.
- Model a commitment to lifelong learning by developing and enriching professional skills and knowledge by attending seminars, conferences, etc.
- All faculty members are expected to demonstrate an ongoing commitment to the mission and vision of the school.
- Faculty is required to share supervision duties and expected to attend (this list is not all-inclusive):
 - All-school assemblies – required
 - Open House – required
 - Liturgies – required
 - Freshman Welcome Reception – required
 - Graduation – required
 - Faculty/staff retreats – required
 - Faculty/staff meetings – required
 - Admissions Interview Day – as needed
 - Social activities – encouraged
 - Sporting activities – encouraged
 - Fine arts productions – encouraged
- Other duties as assigned.

QUALIFICATIONS

- B.A/B.S. degree in Physical Education/Dance; Masters Degree and/or teaching credential preferred.
- Experience working with young people from diverse faith traditions, cultural, economic, and ability backgrounds.
- Dedication to the mission and charism of Mercy High School San Francisco.
- Passion for the empowerment of young women a must.
- Proven experience as a teacher.
- Thorough knowledge of best practices and legal guidelines relevant to education partnered with a willingness to follow the school's policies and procedures.
- Well-organized and committed.
- CPR/First Aid Certification

- Comfort and proficiency with information technology including G-Suite and Microsoft Office Suite.
- Flexibility, sensitivity, diplomacy and the outstanding interpersonal skills necessary to work collaboratively with multiple constituencies required.
- Excellent written and verbal communication skills as well as attention to detail required.
- Flexible and willing to work some evenings and/or weekends

TO APPLY

To apply for this position, email a copy of your resume, a cover letter, and 3 references to jobs@mercyhs.org. Your cover letter should explain why you are interested in the position and what unique qualities you would bring to the role. Strict confidentiality will be maintained for all applicants and only finalists' references will be contacted.

Mercy High School San Francisco is an equal opportunity employer.