



Job Title: Part time to Full-Time Faculty: English Teacher

Reports To: Department Administrator

Last Updated: June 2025

Mission Statement

Wolcott College Prep, an independent high school located in the West Town neighborhood of Chicago, offers an exemplary college preparatory education for students with learning differences, tailored to the strengths and aspirations of each student. Employing best practices, our expert faculty is committed to helping each student achieve academically, communicate effectively, and grow socially as well as develop the self-awareness, confidence, and resilience to thrive in college and beyond.

Job Summary

A member of the teaching faculty at Wolcott College Prep is responsible for the overall implementation and delivery of exemplary instruction that targets students' academic growth and social-emotional development. A teacher designs and facilitates engaging, multisensory learning experiences tailored to students with learning differences, while fostering independence, self-advocacy, and college-readiness skills. Working closely with colleagues, administration, and families, a teacher monitors and evaluates student progress, adjusts instructional approaches, and provides appropriate accommodations to maximize learning opportunities. This essential educator helps students understand their unique learning profiles and strengths, while creating a supportive classroom environment that promotes academic success.

Essential Duties and Responsibilities

A full-time content area faculty member (1.0) is a teacher who has signed a regular at-will agreement for one academic year of employment. The academic year commences in mid-August and concludes in early June. A full time content area faculty member is responsible for teaching five classes or the equivalent. The essential duties and responsibilities are aligned with six focus areas for teacher evaluation and professional growth.

Focus Area 1: Planning and Preparation

- Design curriculum that meets individual student needs, aligned with established core targets
- Implement varied instructional techniques and materials appropriate to student need and capabilities
- Demonstrate understanding of both subject matter and learning differences
- Provide accessible instructional materials, including audio and electronic formats

Focus Area 2: Classroom Environment

- Create a learning environment conducive to engagement and appropriate to student interests
- Establish clear classroom expectations and maintain order consistently
- Foster a supportive culture with high expectations for achievement
- Monitor student behavior proactively and respond appropriately

- Consider students' learning profiles when interpreting classroom behaviors
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities

Focus Area 3: Student Engagement & Instruction

- Establish clear learning objectives and communicate them effectively
- Utilize multisensory instructional methods and promote active engagement
- Teach assistive technology use and various learning strategies
- Encourage development of self-awareness, perseverance, and proactivity
- Adjust task complexity to address individual needs
- Balance direct instruction with opportunities for independence and collaboration

Focus Area 4: Assessment

- Assess student progress regularly and provide timely feedback
- Monitor learning daily and assist with accommodations
- Establish clear assessment criteria
- Provide opportunities for student self-assessment and progress monitoring

Focus Area 5: Mindsets & Practices

- Adapt effectively to change and implement proactive solutions
- Build collaborative relationships with colleagues to improve student learning
- Value diverse perspectives and contribute to a positive school culture
- Communicate effectively and professionally with all colleagues, students, parents, and community members

Focus Area 6: Professional Responsibilities

- Academic Coaching Responsibilities
- Maintain accurate records and communicate with families in a timely manner
- Collaborate with school personnel to address student needs
- Attend meetings and events, including staff development, professional development sessions, admissions events, and school-wide community events
- Be available to students during designated times
- Maintain confidentiality and adhere to school protocols
- Engage in continuous professional learning and reflection
- Demonstrate employee responsibilities in completing duties accurately and promptly
- Assist the administration in implementing all policies and rules governing student life and conduct
- Contribute to the school community beyond classroom responsibilities
- Performing such other duties as may be assigned by the building administrator, supporting the school and its leadership

Wolcott College Prep does not discriminate on the basis of race, color, national origin, age, sex, disability, or religion in the administration of its hiring policies.

To Apply, please use this link: [Employment Application](#)