

## PDS Teaching Fellowship

**Job Title:** PDS Teaching Fellow  
**Department:** TBD based on teaching area  
**Reports To:** Director of the PDS Teaching Fellows Program  
**FLSA Status:** Exempt  
**Position Status:** Full-Time, Ten Month Position, Benefited

The Teaching Fellow position is a one year commitment for a recent graduate who has yet to commit to a career path but is interested in developing leadership, presentation, and communication skills in an independent school environment. This candidate is strong in their focused area of study and believes in the ideals of an integrated society and the values of equity, inclusion, and belonging. This candidate shares those values along with Providence Day's charge for global citizenship. Each fellow will work with their respective academic department, the Fellows Team, and the Fellows Program Director. The program offers Teaching Fellows a window into every aspect of teaching with a curated curriculum focused on pedagogy, leadership and independent school life.

Founded in 1970, Providence Day School is an independent, nonsectarian, coeducational college preparatory school serving approximately 1,650 students in transitional kindergarten through 12th grade. Committed to academic excellence, global diversity and character development, PDS seeks to inspire in its students a passion for learning, a sense of social responsibility and a commitment to personal integrity. Cited for excellence by the U.S. Department of Education, the College Board Advanced Placement Program and the National Council of Teachers of English, PDS provides a challenging and diverse college preparatory curriculum.

PD is recognized as one of *The Charlotte Observer's* "Top Workplaces 2019", as well as, "Top Workplaces 2018". This award is particularly special because the results are based solely on confidential responses from our employees. Additionally, PD is recognized as one of greater Charlotte's 2018 and 2019 Healthiest Employers by the *Charlotte Business Journal*. This award demonstrates the school's commitment to promoting the health and wellness of our employees and the importance of appropriate work-life harmony.

The Providence Day School community welcomes people of diverse backgrounds and beliefs who share a commitment to respect one another and accept differences. We are an Equal Opportunity Employer with a policy of nondiscrimination in the treatment of employees or applicants for employment without consideration of race, color, ethnicity, religion, age, sexual orientation, marital status, national origin, disability, gender or gender identity.

Providence Day School is accredited by the Southern Association of Colleges and Schools, is a member of ABC (A Better Chance), and holds memberships in the National Association of Independent Schools, Southern Association of Independent Schools, North Carolina Association of Independent Schools, Educational Records Bureau, National and Southern Associations for College Admission Counseling, the Association of Supervision and Curriculum Development, and the College Board.

This position is a full-time position beginning in August, 2023 and ending in June 2024.

**Essential Duties and Responsibilities** include the following:

1. Works with assigned department chair and department members to provide support for short and long term initiatives.
2. Works with the Fellows Program Team to fulfill the Program's curriculum scope and sequence
3. Reports to the Director of Teaching Fellows to review performance and progress
4. Demonstrates professionalism and collegiality to students, faculty, and the Providence Day community
5. Partners with designated faculty to learn about and support various aspects of student life
6. Duties as assigned.

**Qualifications**

A bachelor's degree is required before position start date. Candidates should have an academic background and possess proficient technology skills. The candidate should also demonstrate a commitment to leading, learning, and teaching in a diverse community. The candidate should have organizational skills, verbal and written communication skills, and the ability to work effectively as a team member.

**Salary and Benefits:** Providence Day School is committed to attracting and retaining outstanding employees through a compensation plan that compares favorably with those of other independent schools both locally and nationwide. Individual salary levels are competitive and are determined by educational background and experience. A full benefits package includes TIAA retirement and medical/dental coverage.

**Application Process:** Applicants should submit a cover letter of interest, current resume, college transcript, three letters of recommendation, and a list of references with telephone numbers. Materials should be sent to:

[pds.fellows@providenceday.org](mailto:pds.fellows@providenceday.org)

This position is open until filled. Providence Day School is an equal opportunity employer (EOE).