**Falmouth Academy**

**7 Highfield Drive**

**Falmouth, MA 02540-2345**

**508-457-9696 Phone | 508-457-4112 Fax**gscharr@falmouthacademy.org

**EMPLOYMENT OPPORTUNITY AT FALMOUTH ACADEMY**

**Job Title:   Part Time Woodworking Faculty**

**FLSA Classification:     Exempt**

**Responsible to:               Arts Department Chair/Director of Community Outreach**

**Last Modified:                   July 2021**

**Position Summary:**  Falmouth Academy is seeking a part-time woodworking instructor for the 2021-2022 school year.  Preferred candidates will have a solid background in woodworking, as well as experience working in a school setting.  Responsibilities include teaching one to two 65-minute classes per week and attending at least two arts dept meetings per year.  Class is on a rotating six-day schedule and will not be the same day each week rather rotate by one day each week.  Class time is tentatively set for 11:30-12:35 PM. Art shows are held a few times during the school year and may require weekend attendance for these events.

**Essential Duties and Responsibilities**

* Teach one to two elective classes of five students per week.  This includes but not limited to: teaching, ordering inventory, set up, class prep, supervising clean up and corresponding with students when needed
* In conjunction with arts chair ensure that all aspects of the shop comply with current life safety codes and requirements
* Maintain student attendance records, grades, and other required records
* Evaluate, grade and enter students' performance grades in rehearsals and performance three times per year
* In conjunction with arts chair plan, evaluate, and revise curricula, course content, and course materials and methods of instruction
* Ability to lift 40 lbs.
* Maintain woodshop to the safety procedures and protocols as issued by Falmouth Academy.
* Other duties as assigned by the Arts Chair.

**Preferred Qualifications**

* Bachelor’s degree preferred in related subject area.
* Three-years of experience in a comparable environment with a proven record of success.
* Ability to remain calm and productive in difficult situations demonstrating good people skills and sense of humor.

Candidates who wish inquire should send a cover letter and resume to George Scharr, Arts Chair.  Communication via email preferred: gscharr@falmouthacademy.org