



Job Description:

Merit Academy’s adjunct professors exist to create and maintain a teaching and learning environment that supports our vision, mission, and culture of excellence in academics and conduct. Adjunct professors work under the direction of the Dean of Upper School.

Adjunct professors provide students with distinguished academic experiences and support. This instructor will teach students who are prepared for a college course while in high school (concurrent enrollment). Courses may include, but are not limited to, Academic Writing, Composition, Introduction to Literature, British Literature, Creative Writing, or American Literature (literature courses are classical/”Great Books”). Should the instructor wish to add a non-college course to the schedule, Merit Academy would consider it, dependent on need.

Typically, one to two courses will be taught at Merit Academy in Woodland Park, CO per semester, dependent on student request and instructor availability. College credits would be provided by Univ of CO Colorado Springs (UCCS) or Pikes Peak State College, therefore the adjunct professor will also be approved by those colleges as an honorarium professor/instructor.

Minimum Qualifications

- Completed Master's degree in Composition, English, Literature, Rhetoric, completed MFA-English, **OR** a completed master's degree with 18 graduate credit hours in English.
- Ability to communicate with winsomeness
- A personable and confident instructor who may use the Socratic method within the teaching style to encourage student participation.
- A passion for the subjects taught, including composition and classical literature.
- An understanding of curriculum design, learning outcomes, classical study, and alignment with Merit Academy’s standards of excellence.

Salary:

\$1,000/credit (for example, a three credit course approved by UCCS garners a wage of \$3,000 plus retirement benefit.) Merit Academy participates in the [Colorado Public Employees' Retirement Association \(PERA\)](#) contribution rates, wherein the school contributes approximately 21% to the individual’s PERA account.

Primary Duties and Responsibilities Included in Salary:

1. Meet all scheduled classes/labs and provide instruction in accordance with the philosophy and objectives of Merit Academy and the university’s approved course outline.
2. Properly organize and plan for each class or lab.
3. Use teaching methods, supports, and instructional tools to allow each student the opportunity to master the objectives of the course.
4. Inform students of course requirements through a course syllabus, including: specific objectives, means of attaining objectives, and methods of instruction and grading.
5. Continually evaluate and grade students to promote awareness of their own progress.
6. Participate in department and/or college level assessment of student learning outcomes in general education, as required.
7. Recommend instructional materials to achieve desired outcomes, for approval by the Dean, Headmaster, and college.
8. Maintain and submit records as required by policy and procedures.

Knowledge, Skills & Abilities:

1. Plan, organize, and deliver appropriate curriculum.
2. Employ qualitative and quantitative analytical skills in the classroom.
3. Excellent verbal and written communication skills.
4. Maintain accurate written student records.
5. Inform students of all course requirements.
6. Evaluate students and offer feedback on a continuing basis.
7. Relate well with students and maintain open communication.

EEO Statement: Merit Academy is an Equal Employment Opportunity/Americans with Disabilities Act employer.

**For additional information about Merit Academy, visit <https://Merit.Academy>
To apply, please submit resume and transcripts to HR@Merit.Academy**