



Khan Lab School

MIDDLE SCHOOL ENGLISH TEACHER

📍 Mountain View, CA



START DATE: August 1, 2024

Founded in 2014 by Salman Khan, **Khan Lab School (KLS)** is a K-12 school located in the heart of Silicon Valley. Serving approximately 300 students across two campuses, KLS is grounded in a mastery-based learning model. This approach focuses on learning outcomes that matter most and evaluates student growth with meaningful metrics rather than traditional letter grades. Khan Lab School is also an incubator that spins out new programs and also provides a test environment for products such as Khan Academy's Khanmigo.

Established: 2014

Lower School Enrollment: 150 students

Middle School Enrollment: 50 students

Upper School Enrollment: 85 students

All School Faculty & Staff: 55 Sports Teams: Basketball, Cross Country, Volleyball School

Mascot: Condor

Affiliated Organizations: Khan Academy, Schoolhouse.world, KLSWichita.org

SPECIFIC DUTIES AND RESPONSIBILITIES:

Academic Duties:

- Teach a minimum of 16 hours per week of middle school level English and Humanities courses, as assigned by the Middle School Director, making efficient use of existing materials and tools.
- Clearly outline course expectations, goals, and assignments at the beginning of the term using the school's Learning Management System (LMS), internal materials, and external resources such as Khan Academy, where applicable.
- Lead advisory sessions for a group of students, focusing on academic progress, extracurricular and college goals, and daily practices in mindfulness, character development, and executive functioning skills.
- Mentor and support students in their individual student-driven projects, including Applied Learning projects by checking in on their progress and helping to connect them to outside resources.
- Maintain regular communication with students, families, teachers, and other professionals about student progress and submit progress reports by the due date at the end of each term.
- Other related job duties, as assigned.

WHO WE'RE LOOKING FOR:

The **Middle School English Specialist** is an experienced teacher with a clear understanding and background in mastery-based learning. The Middle School English Specialist partners with the Middle School Director and Upper School teaching team to teach a rigorous, mastery-based curriculum, facilitate active learning experiences aligned with the KLS vision and guide students in their social and emotional development. In addition, this position involves contributing to the broader life of the school via participation in school activities and events, school admissions and faculty and staff meetings.



Teaching & Vision Alignment:

- Facilitate classes with an emphasis on active learning and real-world contexts, minimizing direct instruction. Primarily utilize methods such as think-pair-share, experiential learning, case studies, peer teaching, independent studies, and project-based learning.
- Leverage assessment data to inform instruction, provide timely feedback to students, and complete progress reports by identified deadlines.
- Utilize external instructional resources, including Khan Academy, to accommodate diverse learning needs and backgrounds for in-person courses. Collaborate with school leadership to identify materials.
- Develop curriculum and learning experiences aligned with the KLS teaching vision, in the absence of high-quality resources.
- Identify, select, and modify instructional resources to meet the needs of students with varying backgrounds, learning styles, and learning needs in collaboration with the school leadership and founder.
- Integrate technology into the classroom appropriately, including AI tools relevant to each discipline.
- Create an inclusive environment where students of diverse backgrounds and political perspectives feel welcome, fostering critical thinking through thoughtful questioning.

Contribution to Khan Lab School:

- Participate in student orientation for 7th-8th graders, which may include up to three days of overnight stay.
- Fulfill duties as assigned by the Middle School Director, such as lunch and goal time supervision.
- Be accessible to students throughout the school day for interaction and support.
- Serve as a faculty ambassador for the Admissions team during our re-enrollment and admissions period in the Fall and Spring. This includes, at minimum, 6-8 hours for Pre-Admission events (Open House, Preview Days, Shadow Days) and 10 hours of Post Application Events (Student Visits and Observations, Parent Interviews, Application reads); these events may take place outside of school hours.
- Lead at least one activity per term that contributes to the life and culture of KLS, to be determined in collaboration with the Middle School Director at the start of the school year. This includes overseeing the student leadership group, facilitating a student club/ organization during the academic year, planning a hallmark KLS event (e.g., orientation, move-up day), serving as a faculty representative on the DEIB committee, leading leadership committees (e.g. discipline committee), coaching a sport, or starting a new program at the school (e.g. tutoring center).
- Attend all faculty meetings and participate in professional development, including morning meetings, and any scheduled professional development programming (including Faculty In-service). Faculty must also attend community meetings and other culture-building experiences alongside students. This will account for up to 4 hours during a typical week, accounting for the faculty meeting and professional learning community (PLC) meetings.
- Participate in community events such as the senior dinner, graduation, group field trips, and other related activities.
- Uphold professional and ethical standards in all interactions within the school community.
- Engage in the broader school community by attending and supporting school events and initiatives that promote student growth.



JOB QUALIFICATIONS & REQUIREMENTS:

- Bachelor's degree required; master's degree preferred.
- At least one year of prior high school or college teaching experience is required.
- Ideal candidates will have an academic background in Middle or Upper School education.
- An understanding and support of Khan Lab School's core values, mission, and vision.
- A passion for working with young students and an understanding of where they are developmentally.
- Expertise in teaching English curricula from an introductory level to advanced concepts.
- Knowledge and experience using Khan Academy for instruction, when applicable.
- Commitment to inquiry-based, project-based learning, and other progressive pedagogies.
- Prior experience analyzing student data and using a variety of assessment techniques.
- Strong interpersonal and collaboration skills while able to communicate effectively and respectfully.
- Flexibility to shift and take on a variety of tasks, as the lab school continues to grow and change.
- Able to reflect on one's own effectiveness, respond well to feedback, and adjust instruction accordingly.

WHAT WE OFFER:

Khan Lab School is a community of learners and partners that have a deep commitment to their work. We get things done and believe that in our highly collaborative environment anything is possible. All our decisions are made through the lens of what is best for our students. We tackle tough questions without ego, are results oriented, and have high expectations for school and our students.

HOW TO APPLY

Khan Lab School in Mountain View, CA, has engaged Dovetailed to lead a search for this role beginning August 1, 2024. Interested candidates should submit a cover letter (addressed to Executive Director, Kimberly Dow), resume, and list of references with contact information consolidated as a single PDF document to Madison Sunley, Recruiter, at madison@dovetailedsourcing.com. Please refrain from contacting the school directly.

Successful candidates will have a demonstrated familiarity with Sal Khan's school model outlined in his book *The One World Schoolhouse*.

PHYSICAL WORK REQUIREMENTS:

- Ability to occasionally lift, carry, push, and pull up to 25 pounds as some regular organizational tasks involve moving desks, chairs, electronics, paperwork and other school supplies and equipment as needed.
- Must be able to remain in a stationary position at least 50% of the time.
- Capability of occasionally moving about an office setting to access file cabinets, office machinery, etc.
- Ability to proficiently and frequently operate a computer and keyboard as well as other office equipment such as calculators, copy machines, printers, and projectors.
- Consistently practice safe working habits while using school supplies, equipment, and electronics as well as the ability to maintain a safe and hazard-free workstation for yourself and others at the school.
- Occasionally required to work weekends, nights, or be on-call for events, which are sometimes held outside and require the ability and willingness to work in all weather conditions at any time of the year.

COMPENSATION AND BENEFITS:

Start Date: August 1st, 2024

Salary: \$85K to \$100K per year, depending on years of experience.

Location: Mountain View, CA

Number of Positions to Fill: 1

Employment Status: Full-time; Exempt

Benefits: Medical, dental, and vision insurance coverage; a retirement plan with an employer match; and basic life insurance.

Reports To: Middle School Director

Khan Lab School is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, color, creed, place of national origin, sex, age, veteran status, sexual orientation, gender (including gender identity, gender expression, and transgender), religion (beliefs, observances, or practices, including religious dress or grooming), marital status, registered domestic partner status, ancestry, genetic information, physical or mental disabilities, medical conditions, and/or military or veteran status in its employment practices or any other considerations made unlawful by federal, state, or local laws.