



## **Math Teacher JOB DESCRIPTION**

Carrollwood Day School is a non-sectarian, co-educational, independent day school serving students from preschool through high school. Founded as a preschool in 1981, Carrollwood Day School (CDS) has an enrollment of over 1000 students from 3-years-old through 12th grade and is an International Baccalaureate (IB) World School, the first school in Florida and sixth in the United States to be authorized to offer PYP, MYP and DP IB Programmes. CDS has finished the construction of the second phase of its master plan. This phase includes the construction of a new gymnasium and athletic fields on its Bearss Avenue campus. Beyond a rigorous academic environment, CDS students are actively involved in interscholastic athletics, the visual and performing arts, community service and a wide variety of extracurricular activities that enhance their overall educational experience.

The mission of Carrollwood Day School is to create **entrepreneurial thinkers** for a global society. We provide strong **character-based education** emphasizing problem-solving skills and philanthropic understanding. Our students are prepared to be world leaders using the **International Baccalaureate Programmes**, cutting-edge **technology, creative arts, and competitive athletics**. Most importantly, CDS fosters the development of the **entire student** not only in academics, but also ethically, emotionally, and through social experience. Our goal is to help students discover and develop their own talents and interests and use these to better the world and themselves.

### **Vision**

Carrollwood Day School enriches the mind, strengthens the character, and inspires the hearts of our students.

### **Upper School**

The upper School 9-12 serves approximately 350 students. In keeping with the school mission, vision and philosophy of the MYP and DP, our program is student

centered, inquiry based, focused on an interdisciplinary approach that fosters global community and collaboration.

## **Position Description**

This position involves working as a cooperative member of the Carrollwood Day School Math Department and the Upper School faculty. The teacher is responsible for providing an educational atmosphere where students have the opportunity to fulfill their potential for intellectual and character growth. This person is responsible for organizing and implementing an instructional program that will result in students achieving academic success in accordance with Carrollwood Day School's curriculum and program, including the implementation of the IB Middle Years & Diploma Program Mathematics curriculum at both the Standard and Higher Level. This teacher should have a great deal of math fluency, creativity and confidence, be able to teach through the curriculum from Algebra to Calculus. IB Math is integrated, so the position requires fluency in all areas of math. He/she should have a genuine love of both math and guiding students of various abilities to learn and enjoy the subject. This teacher should also expect to lead a group of up to 15 students through our character education program as their advisor and act as their parents' liaison to the school

Applications consisting of a cover letter and full resume should be submitted electronically to Sara Rubinstein, Head of the Upper School, at [srubinstein@carrollwooddayschool.org](mailto:srubinstein@carrollwooddayschool.org) and John Horsington, Asst. Head of the Upper School, [jhorsington@carrollwooddayschool.org](mailto:jhorsington@carrollwooddayschool.org), and Math Department Chair, Debra Warner, at [dwarner@carrollwooddayschool.org](mailto:dwarner@carrollwooddayschool.org).

## **Primary Responsibilities:**

- Teaches 5 sections of Math, ensuring taught content and skills align with the expectations of a rich, college prep curriculum and the expectations of the IB MYP & DP programs.
- In collaboration with Department Chair, IB Coordinators, and colleagues, adapts material and methods to develop relevant sequential assignments and unit & lesson plans that guide and challenge students.
- Evaluates academic and social growth of students, writes comments, prepares report cards, keeps appropriate records, and utilizes Schoology, our school LMS, to communicate consistently and well with students and

- families throughout the year.
- Encourages students to think independently and to express original ideas.
  - Establishes and maintains standards of student behavior needed to provide an orderly, productive classroom environment and enforces those standards with consistency and respect.
  - Identifies student needs and cooperates with other professional staff, such as the learning specialist or guidance counselor, in assessing and helping students solve learning, health and attitude problems.
  - Systematically gather, analyse and use data to measure student progress, guide instruction, and provide timely feedback.
  - Communicate with parents and school administration and counselors on student progress.
  - Supervises students in assigned out-of-classroom activities during the working day, such as lunch duty and car-line
  - Serves as a faculty advisor to a group of 10-15 students within the established advisory & SEL program at CDS.
  - Participates in faculty committees and the sponsorship of student activities, occasionally including off-campus field trips and class trips.
  - Administers and reports assessment in accordance with division practices.
  - Models non-discriminatory practices in all activities.
  - Maintains expertise in subject matter through professional development.
  - Stays current with technology advances and incorporates technology in the classroom.

### **Other Duties**

- Maintains professional competence by attending staff development programs, curriculum development meetings and other professional activities.
- Participates in various student and parent activities, which occur in school including Open Houses, student clubs and after-school activities.
- Performs any other related duties **as assigned** by the Principal or other appropriate administrator.

**Minimum Qualifications**

Bachelor's Degree in Mathematics, Masters preferred, with a secondary education emphasis or minor. At least 4 years secondary math teaching experience preferred but not required. IB experience preferred but not required.

**Working Conditions and Physical Requirements**

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; to bend, stoop, climb stairs, and reach overhead.

**Diversity & Inclusion Statement**

Carrollwood Day School embraces and celebrates the rich diversity of our students, employees, and families from all backgrounds. As an International Baccalaureate continuum school, CDS strives to create a supportive and inclusive learning environment where each person is valued. We work to intentionally develop cross-cultural competency and appreciation of differences within all constituents. We value the influence of a wide range of experiences and perspectives in our classrooms, relationships, and interactions as we prepare our students to contribute to a diverse and interconnected world.