



The Gow School

Job Title: Math Teacher, Dorm Parent, Athletic Coach

Department: Faculty

Supervisor: Division Heads

Position Overview: The Math Teacher is a member of the Math Department and as such is responsible to his/her Department Chair, Heads of the Middle and Upper School and the Headmaster.

Employment Classification: Full-time, exempt

Scheduled Days and Hours: Monday-Saturday and as needed on weekends

Essential Job Functions:

- Reflect the Mission of The Gow School to students, faculty and the community, and adhere to all company policies as listed in The Gow School Employee Handbook
- Exhibit The Gow School's core beliefs, embodied in our Four Pillars of kindness, respect, honesty and hard work
- Contribute to the development within the school of an atmosphere of integrity, rigorous effort, creative activity, intellectual vigor and human sensitivity;
- Contribute to the department's evaluation of curriculum and teaching methods, materials and means of assessment;
- Continue to grow professionally in the scholarship of the discipline and in teaching effectiveness;
- Teach a normal course load of at least six daily classes (or five and a study hall) with one prep period each day. Normally, every effort is made to keep the teaching load to two preparations;
- Promote a classroom atmosphere of enthusiasm for learning and respect for other people and their needs and beliefs;
- Contribute to the operation of the total school program through professional support of the school's daily routine, rules and regulations;
- Give support to school decisions (where that is possible) and when it is necessary, not to comment negatively on a school decision with which the teacher disagrees, to communicate supportively on the reasons for the school's decision;
- Participate meaningfully in the department's program for self-evaluation and the school's procedures for evaluation of teaching and teachers in order to achieve the highest potential as a contributing member of the school community;
- Contribute to the vitality of the school's extracurricular activities, athletic program and, where appropriate, dormitory life;
- Specifically, coach two athletic seasons per academic year;
- Dorm Parent – Live full-time in a school appointed residence. Supervise students while in the dormitory;

- Supervise study halls, tutorial periods, and other activities in a professional manner which adheres to the standards of the school;
- Write reports to parents periodically on student academic performance;
- Attend all faculty, department, professional, and advisee meetings as organized by the Administration;
- Understand and support all aspects of the Faculty Handbook and Student Handbook;
- Fulfill other responsibilities from time to time as requested by the Department Chairs and the Heads of the Middle and the Upper school; and
- Carry out other responsibilities and assignments as may be requested by the Headmaster.

Required knowledge, skills and abilities: Excellent computer skills in a Microsoft Windows environment, effective oral and written communication skills, must be detail orientated, excellent organizational skills, exhibit a high level of confidentiality, must be able to identify and resolve problems in a timely manner.

Qualifications: Bachelor's degree required. Valid Driver's License required.