

## The Bolles School Job Description

**Position Title:** Math Teacher, Middle School  
**Reports To:** Head of Middle School / Department Chair  
**Campus:** Bartram Middle School  
**FLSA Classification:** Exempt

**This position will commence Aug 2023 for the 23-24 Academic Year**

**Best Apply Date:** By **April 21, 2023**

Bolles proudly employs over 400 full time, part time and seasonal faculty, staff, coaches, and administrators. Serving over 1,700 students on our four campuses in Grades Pre-K through 12, Bolles has a rich history in tradition and achievement that extends to our hiring practices and the professionalism and respect garnered in the independent school community.

Bolles Middle School students continue to develop their identities and build their independence under the guidance of caring faculty and advisors. At the Bolles Bartram Campus students learn responsibility, decision-making, and time management as they explore their interests in academics, arts, community service, and/or athletics. The middle school curriculum encourages students to expand their interests while they also prepare for the challenges and rigor of upper school. The programs offered in middle school begin to take on a more demanding pace for which the faculty works to prepare students. Higher concepts in each subject are introduced by faculty specializing in that subject.

Middle school challenges students to obtain a level of personal satisfaction and success via a course of study that inspires excellence, courage, integrity, and compassion.

**The Bolles School searches worldwide for teachers who demonstrate experience in their field of study.**

**Position Purpose:** Responsible for preparing Math curriculum and providing instruction to middle school students, and engaging students in the learning process.

### **Essential Functions:**

- Design and implement course objectives and outline for course of study following department curriculum objectives and guidelines
- Prepare, administer, and evaluate assessments
- Collaborate as appropriate with colleagues, in particular those teaching same course(s)
- Outline course and classroom expectations and rules of conduct for students and parents/guardians
- Maintains order in classroom and on school grounds
- Counsel students when issues arise, either academic or behavioral
- Discuss students' academic and behavioral attitudes and achievements with advisors and parents/guardians
- Keep attendance and grade records as required by school
- Perform all duties – lesson planning, grading, comment writing, etc. – in a timely manner
- Prepare report cards and write individual comments
- Coordinate & attend class field trips, where applicable, which may include overnight stays

- Communicate effectively and in a timely manner in response to inquiries from parents or colleagues.
- Provide daily opportunities to support students during zero hour
- Serve as a middle school advisor and support the overall advisory program
- Attend weekly grade-level team meetings
- Make full use of professional development opportunities (further education, reading, workshops, conferences, etc.) and demonstrate creative initiative in keeping current in one's own discipline, to include keeping up to date on the latest use of technology in the classroom

**Qualifications/Requirements:**

- Bachelor's degree in appropriate field of study from a four-year college or university; advanced degree preferred.
- Minimum three years teaching experience in the subject matter; preferably in an independent school environment
- Excellent verbal and written communications skills
- Demonstrated leadership and classroom management skills
- Demonstrated ability to create an active learning environment in the classroom
- Demonstrated organizational skills
- Demonstrated proficiency in the use of technology in the classroom

**General:**

- Demonstrates and enthusiastically supports the School's Mission
- Performs in a manner that reflects positively on The Bolles School
- Communicate well and work effectively with all school personnel and families, as well as with the larger business and educational community
- Perform other duties as requested

**Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must be able to access and navigate all areas of the school and other facilities as needed.