

## **Middle and Upper School Math Maternity Leave Substitute**

### Position Description:

This position is for instruction in two sections of 8th Grade Algebra I, 1 section of 9th Grade Algebra I, and 1 section of 10th Grade Algebra II. The position will run from January 2024 to at least mid-April of 2024. There is the potential for this position to run through June of 2024.

### Duties and Responsibilities:

- Teach sections of middle and upper school mathematics following the lesson plans and curriculum map provided.
- Meet with the current Math teacher prior to her leave in January, to prepare and gather materials.
- Make regular assessments of, and report regularly on, student achievement and progress.
- Maintain a gradebook and calendar on the school's learning management system, Blackbaud.
- Write narrative comments and interim reports for both middle and upper school classes.
- Meet with the Department Chair and assigned Mentor regularly to assess progress.
- Meet with parents, as necessary, to discuss the progress of their children.
- Be available for scheduled extra help at least one time per week.
- Attend both Middle and Upper School faculty meetings and Department Meetings.

### Additional Responsibilities May Include:

- Supervising field trips, including potential overnight trips.
- Cover duties at the school including lunch and study halls.
- Help with monitoring hallways and stairwells.
- Provide in-house coverage for other classes as needed.

### Qualifications:

Applicants must have a strong knowledge base in Algebra I and Algebra II as it applies to the position. Prior teaching experience with middle and upper school students is preferred. The Birch Wathen Lenox School is an employer committed to excellence through diversity and inclusion, and, in this spirit, particularly welcomes applications from women, persons of color, and members of historically underrepresented groups.

Salary Range: \$25,000-\$35,000 (depending on term of leave)

### Contact:

Ben DiNardo, Co-Director of Upper School [bdinardo@gbwl.org](mailto:bdinardo@gbwl.org)

Lori Kennedy, Director of Middle School [lkennedy@gbwl.org](mailto:lkennedy@gbwl.org)