Position Title: Science Teacher, Upper School (Biology and Chemistry)
Reports To: Head of Upper School / Department Chair
Campus: San Jose Upper School
FLSA Classification: Exempt

This position will commence Aug 2024 for the 24-25 Academic Year
Best Apply Date: February 23, 2024

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.

Upper School represents the culmination of all which Bolles offers in educational excellence and college preparation. A highly committed faculty, consisting of teachers who are recognized as educational leaders in their subjects, presents a curriculum which promotes individual motivation and makes learning a stimulating experience. Within this accelerated academic environment, there are stirring moments of discovery and victories over difficult assignments. Each student is offered the opportunity to excel in some way by exploring personal interests and abilities. Challenging each student to feel that level of personal satisfaction is the goal of those involved in Upper School teaching.

The Upper School curriculum is designed to prepare each student for college and beyond. All classes are taught in a demanding but exciting environment that refines the skills of each student. Honors classes and the Advanced Placement Program encourage students to reach the highest level of their abilities while allowing students to receive advanced placement and/or college credits.

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

Position Purpose: Responsible for preparing upper school biology and chemistry curriculum, providing instruction and engaging students in the learning process.

Essential Functions:

- Design and develop lesson plans and instructional materials for biology and chemistry classes based on the curriculum guidelines.
- Communicate course expectations.
- Keep current on trends in biology and chemistry education. Participate in workshops, conferences, and training sessions to continuously enhance instructional skills.
- Organize and supervise laboratory experiments to provide hands-on learning experiences, allowing students to apply theoretical knowledge.
- Evaluate students' performance through graded assignments, exams, and projects, providing constructive and timely feedback.
- Monitor and adjust teaching methods to meet the diverse needs of students. Implement strategies to support struggling students and challenge advanced learners.
Communicate with parents or guardians to provide updates on students' progress, discuss any concerns, and participate in parent-teacher conferences.

Maintain a positive and inclusive learning environment. Manage classroom behavior and address disciplinary issues when necessary.

Ensure the safety of students during laboratory experiments. Following safety protocols and guidelines for handling chemicals and equipment

Maintain attendance and grade records as required by school.

Prepare report cards and individual comments as required.

Communicate effectively both orally and in written form to parents/colleagues in response to inquiries of both student/professional nature.

Foster positive communication among parents, advisors, colleagues, and students

Engage in extracurricular activities with fellow colleagues and students.

Coordinate class field trips, as applicable

Qualifications/Requirements:

- Bachelor’s degree in appropriate field of study (i.e., Education, Science, Biology, Chemistry etc.) from a four-year college or university or post graduate work in subject matter; advanced degree preferred.
- Minimum three years teaching experience in Biology and/or Chemistry required.
- Experience and demonstrated ability to teach across the high school curriculum in Chemistry and Biology.
- Proficiency and certification in Science lab safety and protocol
- Excellent verbal and written communications skills
- Demonstrates ability to create an active and innovative learning environment, including the integration of STEAM or STEM projects into the curriculum.
- Establish relationships with adolescents, developing a student-centered curriculum.
- Works with diverse learning styles and differentiated instruction.
- Excellent verbal and written communications skills
- Demonstrates leadership and classroom management skills.
- Demonstrates ability to create an active learning environment in the classroom.
- Demonstrates organizational skills.
- Demonstrates 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
- Communicates well and works effectively with all school personnel and families, as well as with the larger business and educational community.
- Performs 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.