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**Title:** Upper School Mathematics  
**Classification:** Salary; Exempt

**Status:** Full-time; 9.5 months  
**Reports to:** Head of Upper School

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#### POSITION OBJECTIVES

- Develop and execute teaching plans for assigned subject(s).
  - Serve as an Upper School advisor.
  - Partner with faculty and administration in support of strategic initiatives.
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#### ESSENTIAL DUTIES AND RESPONSIBILITIES

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

- Plan and execute lessons to help students meet subject-area learning objectives.
  - Conduct advisory sessions with students and parents as needed.
  - Manage and monitor student learning.
  - Assist with extracurricular activities as assigned.
  - Prepare course resources, including teaching and testing materials, workbooks, manuals, and assignments.
  - Adhere and aspire to Parish Episcopal “Characteristics of Effective Teaching”.
  - Promote the School’s statement of mission and philosophy.
  - Prepare students for future courses and make proper course recommendations within department guidelines.
  - Maintain professional credentials as required by Independent Schools Association of the Southwest (ISAS) or other accrediting agencies.
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#### MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

- Attend Staff Development Meetings
  - Attend Chapel
  - Attend Division Meetings
  - Attend Department & Team Meetings
  - Attend school events such as Upper School Night, Admission Open House, Class Retreat
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#### QUALIFYING CHARACTERISTICS

Parish Episcopal School is actively seeking a professional educator to serve as a full-time Upper School mathematics instructor and advisor for the 2024-2025 school year. This individual should be capable and comfortable teaching mathematics courses across the Parish curriculum. In addition to instructional flexibility, successful Parish teachers and advisors are committed to supporting students’ academic and personal development. Finally, applicants should be growth-oriented and open to learning about and teaching in a variety of modalities.

This position involves teaching four classes, proctoring the math lab for one block, and serving as an advisor to a group of Upper School students. Teachers are encouraged to be innovative in their instruction. Math teachers must be competent in using Google Documents, the TI-Nspire graphing calculator, and the TI-Nspire navigator system. They must also be open to learning and implementing new technologies.

Parish recognizes that teaching excellence comes in many forms, and we hope to see many of the following characteristics in our applicants:

- Bachelor’s degree in mathematics, mathematics education, or a relevant field
- A minimum of 3 years Upper School mathematics teaching experience
- Excellent written and verbal communication skills
- Tact and good judgment when dealing with parents, colleagues, and students
- Classroom management skills and adherence to school policies

- Commitment to positive and active participation in the life of the school
- Ability to meet physical requirements of the position

### WORKING ENVIRONMENT | PHYSICAL AND MENTAL REQUIREMENTS

*These are the physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these requirements will not automatically disqualify a candidate or employees from the position. Upon request for a reasonable accommodation, the School may be able to adjust or excuse one or more of these requirements, depending upon the requirement, the essential function to which it relates, and the proposed accommodation.*

#### Working Environment:

- Office Environment
- Classroom Environment
- Works Primarily with Students
- Works Primarily with Adults; Some Exposure to Students
- Travel - Light
- Travel - Heavy
- Evening and/or Weekend Commitment - Light
- Evening and/or Weekend Commitment - Heavy
- Inside
- Outside
- Works with Others
- Works Alone
- Extreme Heat
- Extreme Cold
- Noise

#### Physical Requirements:

- Seeing
- Color Perception

- Hearing
- Clear Speech
- Touching (Hand and Finger Dexterity)
- Sitting
- Fine Finger Manipulation in Use of Computer
- Standing
- Ability to Move Distances
- Hillcrest Campus includes 5 buildings, 10 acres
- Midway Campus is 350,000 square feet, 50 acres
- Driving
- Climbing
- Balancing
- Kneeling
- Crawling
- Reaching
- Twisting or Bending at Waist
- Pushing or Pulling
- Lifting 0 - 20 pounds
- Lifting 0 – 40 pounds

- Lifting 0 – 75 pounds
- Carrying 0 - 20 pounds
- Carrying 0 – 40 pounds
- Carrying 0 – 75 pounds

#### Mental Requirements:

- Reading - Simple
- Reading - Complex
- Writing - Simple
- Writing - Complex
- Clerical
- Basic Math Skills
- Analysis and Comprehension - Simple
- Analysis and Comprehension - Complex
- Decision Making - Simple
- Decision Making – Complex
- Exercise Discretion - Simple
- Exercise Discretion - Complex

*The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.*