Position Title: Science Teacher, Upper School (Chemistry – AP & Honors)
Reports To: Head of Upper School / Department Chair
Campus: San Jose Upper School
FLSA Classification: Exempt
Start Date: August 2024 for the 24-25 Academic Year

Bolles employs over 400 full-time, part-time, and seasonal faculty, staff, coaches, and administrators, serving over 1,700 students across four campuses (Pre-K through 12). Bolles has a rich tradition of excellence and achievement, recognized in the independent school community for its professionalism and respect.

Position Purpose:
The Upper School Science Teacher is responsible for developing and delivering a rigorous and engaging science curriculum, including Advanced Placement (AP) and honors courses. The teacher will inspire and challenge students through innovative instruction and hands-on laboratory experiences. This role includes preparing lesson plans, assessing student performance, and fostering a positive and inclusive learning environment. The teacher will also stay current with educational trends and best practices in science education, participate in professional development, and communicate effectively with students, parents, and colleagues.

Essential Functions:

- Design and develop lesson plans and instructional materials for upper-level chemistry classes based on curriculum guidelines and AP Chemistry requirements from The College Board.
- Communicate course expectations and keep current on trends in chemistry education.
- Participate in workshops, conferences, and training sessions to enhance instructional skills. Ability to use Vernier probe and software preferred.
- Organize and supervise laboratory experiments to provide hands-on learning experiences.
- Evaluate students' performance through assignments, exams, and projects, providing constructive and timely feedback.
- Monitor and adjust teaching methods to meet diverse student needs, supporting struggling students and challenging advanced learners.
- Communicate with parents or guardians to provide updates on students' progress and participate in parent-teacher conferences.
- Maintain a positive and inclusive learning environment, manage classroom behavior, and address disciplinary issues when necessary.
- Ensure student safety during laboratory experiments, following safety protocols for handling chemicals and equipment.
• Maintain attendance and grade records as required by the school.
• Prepare report cards and individual comments as required.
• Communicate effectively with parents and colleagues in response to inquiries.
• Foster positive communication among parents, advisors, colleagues, and students.
• Engage in extracurricular activities with colleagues and students.
• Coordinate class field trips, as applicable.

Qualifications/Requirements:

• Bachelor’s degree in Chemistry, Science, Biology, or a related field; advanced degree preferred.
• Minimum of three years of teaching experience in Chemistry.
• Experience teaching across the high school chemistry curriculum; additional teaching experience in Biology is a plus.
• Proficiency and certification in science lab safety and protocol.
• Excellent verbal and written communication skills.
• Ability to create an active and innovative learning environment, integrating STEAM or STEM projects.
• Ability to establish relationships with adolescents and develop a student-centered curriculum.
• Experience working with diverse learning styles and differentiated instruction.
• Demonstrated leadership and classroom management skills.
• Proficiency in the use of technology in the classroom.

General:

• Demonstrates and supports the School’s Mission.
• 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 of 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 the school campus.