



**Position Title:** Mathematics Teacher  
**Position Status:** Full-time | January 2025 start  
**FLSA Classification:** Exempt  
**Reports To:** Head of Middle School  
and Math Dept. Chair

### Position Purpose

The ideal candidate will teach four (4) Middle School math classes ranging from 5th-8th grade, be an effective collaborator, serve as an advisor to a group of students, foster strong relationships, and communicate with students, families, and colleagues effectively.

### Essential Functions

- Teaches four math courses.
- Establishes and communicates clear objectives for lesson units, assessments, and projects.
- Instructs students individually and in groups, using various teaching methods, such as discussions, demonstrations, and student-centered learning activities.
- Provides students with a variety of ways to demonstrate skill mastery; provides feedback to students regularly about their progress.
- Communicates effectively with parents and guardians about student progress.
- Differentiates instruction to meet the needs of all learners.
- Demonstrates, models, and designs learning experiences that foster 21st-century STEM learning skills in students.
- Demonstrates, models, and designs learning experiences that foster diversity, equity, and inclusion.
- Integrates technology as an essential and regular component of student learning experiences.
- Prepares, corrects, records, and communicates formative and summative assessment results in a timely manner.
- Writes gradebook comments for students at least four times a trimester.
- Demonstrates fluency with technology within the classroom.
- Collaborates with colleagues teaching the same course to develop lesson plans and materials.
- Advises around 10 students, provides academic and emotional support, and communicates regularly with parents and guardians of advisees.
- Attends grade-team meetings, faculty meetings, parent/teacher conferences, and special events as required.
- Creates a warm, welcoming, and inclusive classroom community and demonstrates cultural competency.
- Teaches advisory curriculum related to identity, diversity, and inclusion.
- Performs additional faculty duties as assigned, such as substitute teaching and lunch duty.
- Leads a student activity during the school day.
- May chaperone a two-day overnight trip and single-day field trips.
- Collaborates within the Math Department and with all departments and offices as required or requested.
- Establishes a safe and productive classroom environment, using effective classroom management techniques to ensure effective learning.
- Other duties as assigned by the Division Head and/or Math Department Chair.

### Qualifications

- Bachelor's degree in mathematics and/or education; a master's degree or working towards a master's degree preferred.
- A minimum of 1-2 years of mathematics teaching experience is preferred.
- Enthusiasm for, and effective use of, technology in the classroom.
- A clear interest in, knowledge of, and ability to work with middle school students.
- Self-confidence with demonstrated ability to work collaboratively.
- Capable of performing multiple tasks while working on multiple projects simultaneously under "deadline" situations.
- Ability to apply common-sense understanding and to carry out instructions furnished in written or oral form; ability to ascertain which people may need immediate assistance and to act accordingly.
- Working knowledge of 21st-century technologies, like SMART Boards, class websites and management tools, presentation tools, etc.
- Demonstrated sensitivity, knowledge, and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building.

- Demonstrated deep understanding of cultural competency skills and enthusiasm for issues of diversity, inclusivity, and multiculturalism.
- Ability to communicate effectively with all constituents in a school environment.

**Physical Requirements and Work Environment**

- Work in an environment dealing with a wide variety of deadlines and a varied and diverse array of contacts.
- May work at a desk and computer for extended periods of time.
- Be able to occasionally lift up to 20 lbs.
- Work primarily in a traditional climate-controlled office environment.
- Able to move around a classroom and other school environments.

**Application Procedures**

To be considered, candidates must upload a cover letter, resume, statement of educational philosophy, and information for three professional references through our online platform. Please follow [this link](#) to apply.

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