



Math Teacher – Grades 5-9

Tuxedo Park School is a co-educational, independent school. Established in 1900 and situated on a 17-acre campus, the school is located in the historic gated community of Tuxedo Park, NY. The school is one of the first schools in the country to specialize in elementary education (pre-K through ninth grade). The school serves families living in Orange and Rockland Counties, NY, and Bergen and Passaic Counties, NJ.

Teachers are committed to growth as professionals and respect every member of the community. Teachers are committed to helping students achieve success and to the mission and values of Tuxedo Park School. The position reports to the Associate Head of School for Academics.

Requirements:

- Bachelor's Degree in the field of mathematics education
- Master's Degree preferred
- At least 3 years teaching experience in the subject area of 5th-9th grade mathematics, with at least one year of Algebra instruction
- Extensive knowledge of Microsoft Office (Excel, Publisher, Word, Power Point) and SMARTBoard Technology
- Highly self-motivated, self-disciplined strong team player with ability to work independently or as part of a larger team
- Must possess exceptional organizational abilities: perform multiple projects, prioritize and provide attention to detail and respect deadlines
- Must demonstrate awareness of sensitive issues and ability to exercise good judgment in relating to public, faculty and staff, boards, volunteers and donors
- Ability to analyze and relate data in comprehensible presentations, notes and materials
- Excellent interpersonal skills and proven ability to communicate passionately, clearly and concisely in writing and orally
- Maintains a positive relationship with parents to create a secure environment for children

Responsibilities include, but are not limited to:

- Plan, prepare, and deliver lesson plans and instructional materials that facilitate active learning of all students.
- Encourage and monitor the progress of individual students and use data to adjust teaching strategies.
- Maintain up-to-date curriculum mapping on our Atlas Mapping Program.
- Schedule and conduct conferences with students, parents, and colleagues to provide information on student progress and student needs, inclusive of writing written academic reports 3 times a year.
- Integrate technology into the curriculum.
- Participate actively in the work of the department and grade level with a focus on curriculum development, extracurricular offerings, and the improvement of student achievement.
- Write secondary school letters of recommendation for graduating 8th and 9th graders.
- Maintain discipline per the rules and disciplinary systems of the school.
- Attend school functions such as athletic events, class plays, fundraisers, awards ceremonies, commencement, and fundraisers, inclusive of chaperoning overnight trips with the upper school students.
- Teach four courses annually, plus an elective course in two of three trimesters.
- Perform additional daily duties that may or may not directly relate to the subject area or licensure field, including but not limited to recess supervision, dismissal duty, and advising a group of 8-10 students.