



Position Title: Mathematics Teacher
Position Status: Full-time
FLSA Classification: Exempt
Reports To: Head of Upper School
and Math Dept. Chair

Position Purpose

The ideal candidate will teach Upper School math, be an effective collaborator, serve as an advisor to a group of students, foster strong relationships, and communicate effectively with students, families, and colleagues.

Essential Functions

- Teaches four Upper School math classes, advanced level math courses preferred, consisting of two or more preps.
- Serves as an advisor to a grade-level group of Upper School students and performs expected functions as outlined by the Head of Upper School and Dean of Student Life.
- Collaborates with co-teachers teaching the same course to develop daily lesson plans, curricular materials, and assessments.
- Prepares course objectives and outlines the course of study following curriculum guidelines and any school requirements mentioned in the mission statement.
- 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, administers, corrects, and records assessment results regularly and on time.
- Differentiates instruction to meet the needs of students.
- Provides students with a variety of formats by which they can demonstrate skill mastery.
- Provides timely and regular feedback on students' progress toward skill mastery.
- Teaches rules of conduct and creates a warm and welcoming learning environment.
- Maintains order and enforces school policies in the classroom and throughout common areas of the campus.
- Counsels pupils when adjustment and academic problems arise.
- Discusses pupils' academic and behavioral attitudes and achievements with parents.
- Keeps daily attendance and records of students' progress.
- May coordinate field trips.
- Collaborates within the Math Department and with all departments and offices as required or requested.
- Attends work and arrives/departs work at the appropriate times as determined by the immediate supervisor.
- Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor, some of which occur on weekends and evenings.
- Attends professional development programs each year.

Qualifications

- A bachelor's degree in mathematics and/or education, a master's degree, or working towards a master's degree is preferred.
- A minimum of 1-2 years of mathematics teaching experience is preferred.
- Enthusiasm for effective use of technology in the classroom.
- A clear interest in, knowledge of, and ability to work with upper school students.
- Self-confidence with demonstrated ability to work collaboratively.
- Capable of performing multiple tasks while working on various 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 interactive whiteboards, 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 constituencies 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.
- Be able to lift up to 20 lbs occasionally.
- 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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