

**Position:** Mathematics Teacher

**Department:** Upper School

**Status:** Full Time

**Job Summary:**

The Upper School Mathematics teacher will have the primary responsibility for planning, programming, and teaching Mathematics in alignment with the Upper School (G7-12) curricular objectives. Additionally, the teacher will be responsible for evaluating and reporting for all students in his or her classes. He or she will be responsible for establishing a positive, encouraging, appropriate relationship with students in which they are both held to high standards and supported in their attempts to meet them. Additionally, all teachers in the Upper School are expected to contribute to the life of the school beyond teaching responsibilities.

**Duties/Responsibilities:**

- Planning and delivering a Mathematics curriculum for students in the Upper School (Grades 7-12).
- Developing and maintaining vertical articulation (grade level outcomes) of the curriculum, as directed by the subject Head of Department and utilizing ISI systems.
- Developing and maintaining horizontal articulation of the curriculum (unit plans, formative and summative assessments), as directed by the subject Head of Department and utilizing ISI systems.
- Working collaboratively and establishing strong rapport with all colleagues, students and parents. In particular, contributing to department meetings in sharing resources and best practice.
- Maintaining a learning environment in which individual student needs are supported, and each child is included, challenged and successful.
- Maintaining well-ordered, attractive and engaging classrooms and hallway space that visibly demonstrates learning goals and expectations that also visibly celebrates student achievements.
- Implementing school rules and policies in a professional manner.
- Employing a variety of teaching approaches and strategies that assist individual students to learn, and to understand content from multiple perspectives, including an openness to new approaches.
- Promoting internationalism through the assignments completed by his/her students.
- Regularly assigns both formative and summative assessments in compliance with the schools assessment policy.
- Providing timely and appropriate feedback to students in print, in person and on ManageBac (Learning Management System).
- Communicating effectively, proactively and in a timely manner with students, parents, supervisors, administrators and colleagues. This includes producing quarterly student reports, attendance at parent-teacher conferences and back to school night.
- Offering opportunities for students to participate in local, regional, national and/or international academic competitions.
- Being regularly available to students in need of academic, social and/or emotional support beyond contact teaching periods.
- Providing student support and/or personal responsibility time supervision, supervising students at break and/or lunch, contributing to activities outside of lessons such as in-timetable student clubs and extracurricular activities. This is dependent upon each individual teacher's timetable,



- Supervising G10 personal projects and G11/12 extended essays
- Attending and supervising community meetings and contributing to on- and off-campus school-related and events.
- Being a chaperone on field trips and/or a cover teacher
- Invigilating external tests/examinations
- Completing any additional tasks, as assigned by the Upper School Principal or designee.

***Required Skills/Abilities:***

- Enthusiastic and passionate about education
- Organized and reliable
- Able to competently work with G-suite and student information/learning management systems
- Collaborative
- Desire to continue professional development
- Able to sponsor clubs and activities that contribute to the life of the school

***Education and Experience:***

- Bachelor Degree in a related field
- Teaching qualification

### Physical Demands & Activities

	Never (0%)	Occasionally (Up to 33%)	Frequently (34-66%)	Consistently (67-100%)	Comments
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Driving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Stopping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pushing/Pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reaching over shoulder (Torso level)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reaching over shoulder (Below knee)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Climbing stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Climbing ladders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Climbing scaffolds, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting/Carrying - Up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting/Carrying - Up to 25 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting/Carrying - Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting/Carrying - Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.

☐ Never ☒ Occasionally ☐ Constantly

Remaining in a stationary position, often standing or sitting for prolonged periods.

☐ Never ☒ Occasionally ☐ Constantly

Moving about to accomplish tasks or moving from one worksite to another.

☐ Never ☒ Occasionally ☐ Constantly

Communicating with others to exchange information.

☐ Never ☐ Occasionally ☒ Constantly

Repeating motions that may include the wrists, hands and/or fingers.



☐ Never

☒ Occasionally

☐ Constantly

Operating machinery and/or power tools.

☒ Never

☐ Occasionally

☐ Constantly

Operating motor vehicles or heavy equipment.

☒ Never

☐ Occasionally

☐ Constantly

Assessing the accuracy, neatness and thoroughness of the work assigned.

☐ Never

☐ Occasionally

☒ Constantly

### Environmental Conditions

	Never	Occasionally	Constantly	Comments
Low temperatures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
High temperatures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outdoor elements (precip. & wind)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Noisy environments	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Hazardous conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Poor ventilation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Small and/or enclosed spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
None expected	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

I have read and understand the above job responsibilities, physical demands, activities, and environmental conditions outlined in the job description provided for my position. I attest that I can perform the essential job functions outlined in this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date