RABUN GAP
RABUN GAP-NACOOCHEE SCHOOL

Rabun Gap-Nacoochee School
Job Title: Chair of Mathematics Department, Full-time Teaching and Residential Faculty
Reports To: Head of Upper School
FLSA Status: Exempt
Classification: Full-time, 10-month

Position Overview: Department chairs are expected to provide leadership for their departments, including curriculum design, departmental professional development, and annual departmental performance reviews. As full-time teaching faculty, department chairs set an example for curriculum development and instruction in the classroom. Additional duties require participation in the afternoon and residential programs. Department chairs are expected to visibly promote the mission, standards, and policies of the School.

Key Responsibilities:

- Provide leadership and oversight of curriculum development and implementation. The individual needs to be willing to research best practices in innovative learning in math in order to help grow the Rabun Gap model.
- Conduct annual reviews of department members, reviewing and ensuring integrity of all department documents (syllabi, curriculum maps, Curriculum Guide, etc.), and ensuring the continued growth and development of department members.
- Contribute to cross-departmental and cross-divisional curricular and academic initiatives by serving on committees, collaborating with colleagues in all four divisions, and contributing to division-wide programming.
- Participate in goals meeting sessions, observations, and feedback throughout the year.
- Lead a minimum of 2 meetings per month for the department and guide all areas of curriculum development. Meet regularly with faculty of team taught courses to ensure alignment.
- Maintain the departmental budget.
- Participate in the hiring process for departmental faculty.
- Provide quality classroom instruction for three or four classes under the guidance of the Upper School Head.
- Communicate with students and their parents regarding ongoing performance, building trust and ensuring student growth and learning.
- Communicate with key student support members regarding students who are struggling to meet the demands of the school curriculum and coordinate efforts to remediate accordingly.
- Sponsor, lead and/or support assigned activities that comprise the school's afternoon program, including keeping accurate records of students' attendance and communicating behavioral issues with the Assistant Dean of Students. Activities are assigned in relation to coaching or other assigned duties and may include driving a group of students in a school vehicle.
- As deemed appropriate, provide coaching for the Athletic Program, under the direction of the Athletic Director. Coaching duties fulfill a component of the afternoon program.
- Support the residential program in the evenings and on weekends as deemed appropriate by the Assistant Head of School for Student Life and the Head of Upper School. Duties will include supervision and driving students to off-campus activities.
- Perform other duties as assigned.

Updated: October 2026

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A master's degree or higher preferred.
- Demonstrated knowledge of subjects taught, backed by a love of learning evident in daily practice.
- At least five years of experience in the classroom or equivalent experience teaching and/or mentoring young people. At least two of these need to be in an innovative mathematics teaching environment.
- Ability to manage a variety of programs and activities simultaneously and support a spirit of teamwork among individuals pursuing common goals.
- Demonstrated ability to communicate clearly, orally and in writing, necessary for active participation in an educational community.
- Strong interpersonal skills and an unflappable "solutions-oriented" professionalism.
- Ability to project an image of professional competence and credibility in representing Rabun Gap-Nacoochee School.
- A strong commitment to the principles of teamwork and shared responsibility for success.
- A valid driver's license.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to see, talk, or hear. The employee frequently is required to stand; walk; sit; reach with hands and arms; and stoop, kneel, or crouch. The employee is occasionally required to use hands to finger, handle, or feel, and climb or balance. The employee must frequently lift and/or move up to 20 pounds.

The employee must be flexible in the ability to work more than eight hours in a day or 40 hours in a week as necessary to complete duties and/or be available for parent or vendor conversations and consultations.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

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