

**Position Description** 1/2023

**Job Title: Mathematics Department Chair and Upper School Mathematics Teacher**

St. Catherine's School is an Episcopal day school in Richmond, Virginia, founded in 1890 enrolling 946 girls age 3 through grade 12. Located on a 16-acre campus in the western part of the city, St. Catherine's core values include pursuing academic excellence, developing character, nurturing spiritual growth, celebrating individuals, and building community.

St. Catherine's School provides a rigorous education that prepares girls with diverse perspectives for a lifetime of learning, leadership, and service in a global community.

**POSITION OVERVIEW**

St. Catherine’s School seeks a committed, enthusiastic, and expert educator in Mathematics to serve as Department Chair and Upper School Mathematics instructor starting in fall 2023-2024. The Upper School Math Department implements girl-centered strategies, personalized instruction, and innovative technology to provide students with a strong foundation in mathematics in order to meet the challenges of the 21st century. The Department strives to provide accessible and challenging coursework as well as support for all students, regardless of ability, to achieve their potential. The Department Chair will oversee curriculum implementation across the age-3 to Grade 12 program and assist in a managerial role alongside the Chief Academic Officer and Division Heads. The Department Chair serves a four-year term that is eligible for renewal. As a Mathematics instructor in the Upper School, the successful candidate should be able to teach a variety of courses including higher-level Mathematics such as AP BC Calculus.

**Supervisor**: Director of Upper School; Chief Academic Officer

**Supervisory Responsibilities**: N/A

**Position Status**: Salaried, exempt, full-time, regular, 9-month

**Hours of Work**: Standard work week. Occasional evening chaperoning and travel supervision.

*Note: This position description has been designed to indicate the general nature and level of work to be performed by employees within this classification. This position description should not be interpreted as a comprehensive inventory of all duties and responsibilities required or assigned to an employee in this position. Nothing contained in this position description restricts St. Catherine’s School’s right to assign or reassign duties and responsibilities to this position at any time.*

**ESSENTIAL RESPONSIBILITIES**

* Create a classroom community based on the School's core values
* Implement and uphold the School’s access, equity, and belonging initiatives
* Oversee the development and implementation of the Mathematics curriculum that includes a focus on skill development
* Assume managerial responsibility for supporting department members, course registration, coordination with St. Christopher’s School, appropriate course placement for students, communications with parents and students
* Teach four courses in the Mathematics Department including at advanced levels, such as AP BC Calculus
* Work collaboratively with and align with colleagues teaching same-level courses
* Serve as an Upper School academic advisor
* Sponsor extracurricular activities
* Assist in leading the Upper School’s X-Term experiential learning program
* Serve on School life committees when requested
* Find joy in working with students and the wider School community both in teaching and taking part in the broader life of the School

**REQUIREMENTS AND QUALIFICATIONS**

* Bachelor’s degree in Mathematics or the teaching of Mathematics (master’s preferred)
* Experience in and passion for teaching Mathematics at the Upper School level
* Demonstrated creative and energetic teaching
* Strong classroom management skills
* Articulate current trends in Mathematics education and proven history of implementation of these trends
* Exceptional interpersonal and communication skills in working with students, parents, colleagues, and administrators, both oral and written
* Facility with and strong implementation of educational technologies
* Ability to coach a sport is desired
* Uphold the high standards of the School’s established program

 **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

While performing the duties of this position, the employee is required to sit; stand; walk; use hands to grasp, handle and feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch and crawl; talk and hear; engage in moderately strenuous physical activity both indoors and out; and smell. The employee may occasionally lift or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to become CPR and First Aid Certified.

**TRAVEL**

Occasional overnight and out-of-area travel may also be required for special events.

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

St. Catherine’s School does not discriminate on the basis of race, gender, sexual orientation, or national and ethnic origin in the administration of its hiring practices. St. Catherine’s School is committed to providing an inclusive educational environment. We actively engage students, families, faculty and staff from diverse backgrounds and experiences. Our School community respects the differences in ethnicity, race, religion, sexual orientation and socioeconomic status. Consistent with the School’s mission, St. Catherine’s fosters in our students, and experts from all others, respect for the dignity and wholeness of every person. For more information about the school’s Access, Equity and Belonging please follow this link <https://www.st.catherines.org/about/access-equity-and-belonging>.

**CONDITIONAL OFFERS**

An offer of employment for this position is contingent upon the applicant’s right to work in the United States, authorization for and completion of successful background checks as may be requested by the school or required by law, and ability to comply with the school’s COVID-19 vaccination policy, which requires employees to be vaccinated from COVID-19 consistent with applicable law.

**BENEFITS**

St. Catherine’s School offers a highly competitive compensation package for this full-time position with benefits to include excellent health plan options, retirement benefits, exhaustive professional development and networking opportunities as well as state-of-the art facilities.

**To apply :** [**https://apply.workable.com/st-catherines-school/j/5DCEF3FEF1/**](https://apply.workable.com/st-catherines-school/j/5DCEF3FEF1/)