

Position Title:	Upper School Math Teacher
FLSA Classification:	Exempt
Reports to:	Head of Upper School
Position Purpose:	Responsible for student instruction in grades 9-12. Creates lesson plans and instructs students in mathematics. Collaborates across disciplines for an integrated and relevant curricular approach. Emphasizes real world applications and mathematical thinking over coverage. Serve as an Upper School advisor creating a welcoming and compassionate environment for advisees.
Work Hours:	7:30 a.m. – 4:00 p.m.
Work Calendar:	School Year

Description

The Upper School Math Teacher will facilitate the mathematical growth of students in a student-centered, developmentally appropriate environment, following and fine-tuning an integrated and relevant curriculum, which develops students' curiosity and encourages higher-level thinking. A focus on developing students' deep understandings of mathematical concepts, proficiency with key skills, and ability to solve complex and novel problems are major responsibilities. The teacher will employ professional judgment to utilize appropriate methods, including direct instruction, structured investigation, and open exploration. The math teacher is an essential member of the growing Upper School team, pitching in with both ideas and execution. While developing and maintaining positive relationships with students, parents, and faculty members, the Upper School math teacher will recognize and coach the social-emotional needs of each student.

As an advisor, the Upper School Math Teacher will commit to knowing their advisees and advising families well. With this foundation, the advisor will serve as the nexus of communication between home and school, promote social-emotional development, and offer appropriate guidance and care for members of their advisory group.

Essential Functions and Tasks

- Serves as an educator and works directly with the Head of Upper School to collaborate on interdisciplinary and relevant math curriculum, implement it, and serve as a member of the Upper School team in a variety of capacities.
- Provides for students a supportive, orderly and interactive classroom environment where creative learning takes place.
- Routinely uses educational strategies and curriculum to bolster a student-centered instructional design.
- Serves as an example to colleagues in manners of classroom management, teaching methods and school procedures.

- Works collaboratively with the Upper School administration and teacher colleagues to research curriculum best practice.
- Manages class sections while collaborating with other faculty outside the math discipline for curricular enhancements, cross-disciplinary connections, and real-life applications of math concepts.
- Works with administration to promote and enhance vertical alignment of curriculum, K-12th grade.
- Works collectively with specialists, administration, and faculty to promote a positive work environment based on a growth mindset.
- Works closely with the Director of Institutional Technology on the integration of technology where appropriate and useful in the curriculum.
- Well versed with and adheres to school policies in all areas of student interaction. Provide academic guidance to students; serve as student advocate, helping student families respond to specific academic, emotional, and developmental challenges. Communicate with parents, administrators, student services, and with chaplains concerning the emotional and physical well-being of students within the classroom.
- Assists administration with division long-range planning, as well as the division's daily schedule and calendar as needed.
- Ensures Upper School facilities are ready for the start of school each day.
- Knowledgeable about Veracross and/or other student management software.
- Maintains congruence between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan, and all activities of the Upper School classroom.
- Adheres to the Employee and School Handbooks and makes recommendations to the division head about potential revisions and updates to the School Handbook.
- Completes various tasks related to the employee's yearly goals and the school's long range and strategic financial plan.
- Commits to the Employee Expectations and Standards of Professional Excellence as the non-negotiable foundations for employment at St. Francis Episcopal School and complies with Physical Requirements and Work Environment.
- Is assessed through the Professional Growth and Evaluation Program.
- Performs other tasks and duties as assigned by the Head of School and/or supervising director or head including extracurricular.
- Employees may be required to work remotely or engage in telework activity as determined in the employer's sole discretion.
- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.

Qualifications

- Bachelor's degree in mathematics; Master's degree preferred.
- AP Statistics experience is preferred or willingness to engage in professional development towards this end.
- A minimum of three years of teaching in an independent school environment is preferred.
- Excellent verbal and written communications skills.
- Demonstrated leadership and facilitative skills, including the ability to relate effectively with administrators, operations staff, colleagues, parents, and students.

Physical Requirements and Work Environment

- Climate controlled classroom/school environment with a wide variety of challenges and deadlines.
- Ability to work outdoors in a wide range of temperatures and weather.
- Occasionally lift up to 30 pounds.
- Visual acuity, both near and far.
- Ability to hear sounds at normal speaking levels with or without correction and to receive information through oral communications.
- Frequent stooping, bending, kneeling, standing, walking, reaching.