

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
PTO Designation:	Educator (Blackout Dates May Apply)

Description

The Upper School Math Teacher will facilitate students' mathematical growth in a student-centered, developmentally appropriate environment, following and fine-tuning an integrated, relevant curriculum that develops students' curiosity and encourages higher-level thinking. A focus on developing students' deep understandings of mathematical concepts, proficiency with key skills, and the ability to solve complex and novel problems is a major responsibility in this role. 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, the Upper School math teacher will recognize and address each student's social-emotional needs.

As an advisor, the Upper School Math Teacher will commit to getting to know their advisees and their 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 project-based curriculum to bolster a student-centered, inquiry-based instructional design.
- Serves as an example to colleagues in matters 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 collaboratively with specialists, administration, and faculty to promote a positive work environment grounded in a growth mindset.
- Works closely with Instructional Technology on integrating 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 a student advocate, helping student families respond to specific academic, emotional, and developmental challenges.
- Communicate with parents, administrators, student services, and chaplains regarding students' emotional and physical well-being in 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 recommends potential revisions and updates to the School Handbook to the division head.
- 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 required; 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

- Occasionally lift to 30 pounds.
- Generally, works in standard office conditions and climate; may work in varied extreme outside weather conditions during school events, special activities, and fundraising events.
- Ability to work in a highly stressful environment, dealing with a wide variety of challenges and deadlines.
- May work at a desk and computer for extended periods of time.
- Ability to stoop, bend, kneel, stand, walk, and reach.