



Growth. Values. For Life.

UPPER SCHOOL MATH TEACHER JOB DESCRIPTION

Department: Math Department
Supervisor: Upper School Principal
Status: Full-Time

POSITION OVERVIEW:

The Math Teacher in the Upper School works in a collaborative environment, planning and cooperating with all colleagues and administration toward a common goal: to effectively support our students to embody the tenets of the Portrait of the Graduate.

This position could involve teaching various courses spanning from Algebra I to Calculus. The course load encompasses all levels of mathematics, including college preparatory, Honors and AP. In addition, this position will serve as an advisor for 7-10 students and moderate a co-curricular activity or student/school club, and could include Department Chair responsibilities.

The teacher will: 1) embrace diverse learning approaches that reach a range of learners, 2) aim to use a cross-curricular, transdisciplinary approach, 3) actively seek collaborative approaches with teachers within and outside the department, 4) be proactive in setting up a student-centered classroom environment that goes beyond the lecture format, and 5) utilize 21st-century pedagogical approaches to instruction for a significant portion of class time.

SPECIFIC DUTIES:

Academic Environment

- Meets and instructs assigned classes in the locations and at times designated by the teacher schedule distributed by the Principal. Creates and executes lesson plans specific to respective grade levels.
- Inspires students through enthusiasm for course content and student growth.
- Prepares for assigned classes by creating robust lesson plans that align with the course curriculum designated by the Department Chair and/or School.
- Provides a detailed course syllabus.
- Develops and maintains a safe and inviting classroom environment conducive to learning.
- Aligns instruction to a standards-based unit plan/scope and sequence.
- Utilizes supplied materials/unit plans as well as supplemental materials and projects/units to enhance the student learning experience.
- Demonstrates proficiency through careful lesson planning and content expertise.
- Utilizes various assessment tools to evaluate student learning, including formative and summative assessment.

- Achieves a balance between instructional and assessment time that prioritizes authentic learning.
- Continually assesses curriculum and teaching to ensure inclusiveness for ability, race, ethnicity, and socio-economic sensitivity.
- Reviews assessment data at the departmental level to inform instructional strategies. Uses data to make decisions for students requiring more advancement and/or remediation.
- Demonstrates knowledge of students' strengths, challenges, and learning styles.
- Performs other duties as assigned.

School Community

- Attends Graduation, Back to School Nights, Conferences, Open Houses, school-sponsored extracurricular events, pep rallies, assemblies, community meetings, special events, etc., and serves as chaperone, as required.
- Demonstrates support of students through attendance at social and extracurricular events across divisions.
- Serves as a positive ambassador for Ursuline Academy in the community.
- Demonstrates a willingness to serve the school community with time and talents in activities outside of the classroom.
- Assists in upholding and supporting school rules.

Communication

- Maintains an updated course page and accurate, up-to-date student records.
- Posts major assignments/assessments on the Test Calendar at least one week before the due date.
- Writes specific, individual, and constructive comments on report cards/progress reports
- Actively communicates with students and families within 24 hours when students' performance is of concern.
- Completes and logs at least one phone call or email per week to parents that details specific observations of a student's exhibition of the Portrait of an Ursuline Graduate and/or academic performance.
- Responds to any parent communication within one business day and documents phone communication with a follow-up email.
- Posts grades to the online grade book in a timely manner.

Professionalism

- Exhibits expertise in the curricular area(s) by remaining up-to-date on research and trends, attending professional development opportunities when needed.
- Models professional qualities of discretion, confidentiality, and respect through interpersonal relationships with colleagues, students, and families.
- Responds to observational feedback and incorporates strategies and skills from professional development into instruction.
- Performs duties as assigned, including car line, cafeteria monitoring, library coverage, etc., as required by the Principal.

- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Attends and actively participates in all meetings and in-service days.

Alignment with Mission, Core Values, and Portrait of an Ursuline Educator

- Actively upholds the school policies and procedures detailed in the Employee Handbook and Faculty Handbook.
- Attends school liturgies, prayer services, retreats, and other mission-directed events or activities, as planned.
- Actively monitors and ensures student adherence to Student Handbook policies and procedures.
- Models desired behaviors for students both in and out of the classroom, including maintaining standards of classroom and school behaviors.
- Enthusiastically engages in professional development activities designed to support professional growth.

QUALIFICATIONS:

- Bachelor's degree in Education or related field; Master's degree preferred; Certification strongly preferred.
- At least one year of teaching experience in the area of mathematics. Experience teaching mathematics at a high school or college level is preferred.
- Demonstrated understanding of educational technology integration in the classroom.
- Demonstrated understanding of effective teaching strategies for different learning styles and aptitudes.
- Strong interpersonal and communication skills, including presentation, listening, and observational skills.
- Excellent organizational, prioritization, and time management skills, including planning and managing projects.
- Strong analytical and problem-solving skills.
- Ability to work effectively with students, teachers, parents, volunteers, and school administration from diverse backgrounds.
- Ability to navigate challenging situations with discretion and diplomacy.
- Ability to work independently as well as collaboratively in a team environment.
- Passion for bettering the lives of students.
- Desire to seek professional development activities related to the latest instructional strategies, student growth, and best pedagogical practices.
- Willingness to be an active, enthusiastic member of the Ursuline community.
- Ability to maintain confidentiality at all times regarding the Ursuline community.

PHYSICAL DEMANDS:

Work is primarily performed in an indoor environment. The position requires frequent walking, standing, sitting, reaching, and lifting up to 10 pounds. Specific vision ability required, including

close, distance, peripheral vision, and ability to adjust focus. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT:

The noise level in the work environment is moderate to high. The employee may be exposed to moving equipment, toxic fumes, chemicals, and infectious diseases. While performing the duties of this job, the employee occasionally works in outside weather conditions, exposed to extreme cold and or extreme heat.