

Middle and Upper School Math Maternity Leave Substitute

Position Description:

This position is for instruction in sections of 8th Grade Algebra I and 10th Grade Geometry. The position will run from late August 2021 to mid-December 2021.

Duties and Responsibilities:

- Teach sections of middle and upper school mathematics following the lesson plans and curriculum map provided.
- Meet with the current Math teacher prior to her leave in September, to prepare and gather materials.
- Make regular assessments of, and report regularly on, student achievement and progress.
- Maintain a gradebook and calendar on the school's learning management system, PowerSchool Learning.
- Write narrative comments and interim reports for both middle and upper school classes.
- Meet with the Teaching and Learning Coordinator and assigned Mentor regularly to assess progress.
- Meet with parents, as necessary, to discuss the progress of their children.
- Be available for scheduled extra help at least one time per week in the middle school.
- Attend both Middle and Upper School faculty meetings, including Opening Meetings, New Faculty Orientation, and Department Meetings.
- Act as an Advisor to a group of 8th grade students.

Additional Responsibilities May Include:

- Moderating an Activity Period in middle school.
- Supervising field trips, including potential overnight trips.
- Cover duties at the school including lunch, early morning, and study halls.
- Help with monitoring hallways and stairwells.

Qualifications:

Applicants must have a strong knowledge base in Algebra I and Geometry as it applies to the position. Prior teaching experience with middle and upper school students is preferred. The Birch Wathen Lenox School is an employer committed to excellence through diversity and inclusion, and, in this spirit, particularly welcomes applications from women, persons of color, and members of historically underrepresented groups.

Contact:

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