

## **Middle and Upper School Math Maternity Leave Substitute**

### **Position Description:**

The Math teacher will teach two sections of 8th grade Algebra I and two sections of 11th grade Algebra II during a maternity leave from September 2019- November 2019.

### **Duties and Responsibilities:**

- Teach two sections of Algebra I to 8th graders, following the curriculum map and lesson plans provided..
- Teach two sections of Algebra II to 11th graders, following the curriculum map and lesson plans provided.
- Shadow the math teacher for two weeks prior to the start of the leave.
- 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.

### **Additional Responsibilities May Include:**

- Acting as an advisor to a small group of students.
- Moderating an Activity Period.
- Attending the 8th Grade overnight trip.

### **Qualifications:**

Applicant must have a strong knowledge base in both Algebra I and Algebra II. Prior teaching experience with middle and upper school students is a plus.

### **Contact:**

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