



# HEATHWOOD HALL

## Human Resources

## Upper School Teacher (Mathematics)

**Reports To: Dr. George Scouten, Upper School Head & Asst. Head of School**

**Work Schedule: Full-Time Teaching Schedule**

### **Position Summary**

The Upper School math teacher has full responsibility for teaching Upper School courses in math. The ideal candidate will be comfortable teaching the entire range of Upper School math classes, from Algebra I through AP Calculus and advanced math, and have an interest in extracurricular activities.

### **Essential Functions**

- Teach math courses as assigned, especially upper-level classes.
- Design a developmentally appropriate curriculum and plan for a well-articulated plan of teaching and assessing.
- Maintain an engaged classroom environment to support student learning.
- Sustain frequent contact with students and parents about student performance and behavior.
- Participate in parent-teacher conferences as necessary.
- Write individualized advisee conference notes and student reports for each student at required periods during the year.
- Serve as an advisor and complete all activities and assignments related to this role.
- Pursue professional development opportunities.
- Be willing to help plan and chaperone weeklong Winterim experiences.
- Serve on Exhibition Committees, Upper School Committees and school-wide committees as necessary.
- Attend and support after-school activities and programs (e.g. concerts, theater, and class programs).

- Support the School's Episcopal identity and practices.
- Support the School's commitment to diversity and multicultural education.
- Work collaboratively with colleagues in the Upper School and across divisions.
- Serve as an active member of the cross-divisional Math Department.
- Complete required H.R. training each year (CPR, first aid, mandatory reporting, etc.)

### **Specific Job Skills**

- A passion for working with teenagers and a thorough understanding of the specific developmental needs of high school students.
- Energy, empathy, flexibility, and collaboration.
- Good organizational and communication skills.
- The ability to use a variety of assessment techniques and to demonstrate strong instructional and classroom-management skills.
- Experience with Learning Management Systems, the Google Suite of tools, and a variety of technological resources that can be used to support instruction.
- Understanding of pedagogy and experiential learning practices.

### **Education and Experience**

- Bachelor's degree required; master's degree preferred.
- Teaching experience required; experience in secondary education preferred.
- Math or related background required.

### **Working Conditions**

- Expansive school campus with 122+ acres, must be able to travel between buildings independently.
- Frequent walking, standing, stooping, bending may be required throughout the day at various intervals
- Ability to lift up to 50lbs

## **A Final Note**

Heathwood Hall Episcopal School believes that each employee makes a significant contribution to its success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

To apply visit our career center using this site:

[Heathwood Career Center](#)

**NO PHONE CALLS, PLEASE.**

Heathwood Hall Episcopal School is an affirmative action/equal opportunity employer. Heathwood Hall Episcopal School participates in E-Verify, as mandated by South Carolina law. This position will require a Criminal Background Check.