



**Math Department Chair and Teacher
Girls Preparatory School
Chattanooga, Tennessee**

About Girls Preparatory School

Girls Preparatory School (GPS) was founded in 1906 to provide girls with the necessary courses to pursue a college education. GPS has proudly graduated almost 6,000 young women. Currently, 130 faculty and staff serve about 575 girls in grades 6-12 with a college preparatory curriculum that includes a full complement of humanities, arts, and STEM courses and cocurricular programs of leadership development, athletics, and community engagement.

Teaching Position Summary

The candidate for this position will be expected to design and maintain a class environment favorable to girls' academic and personal growth and to establish effective rapport with students while maintaining proper classroom management. The ideal candidate will be enthusiastic about teaching girls at various grade levels and adjusting classroom management skills accordingly. The teacher will work within a team setting of shared ideas and constructive feedback in a collaborative manner. Daily instructional plans should demonstrate knowledge of best practices in differentiated instruction and implement of 21st-century pedagogical approaches, encouraging student-led inquiry and creative critical thinking.

They will demonstrate an educational and academic background in all levels of math instruction including algebra, geometry, calculus, and statistics. The ideal candidate will have the knowledge and ability to teach AP Calculus BC. Additionally, the candidate should also have experience in interdisciplinary connections, specifically within STEM-related fields and in cultivating critical thinking and problem-solving in students.

Teaching Duties and Responsibilities:

- Create a classroom environment that actively engages students and is developmentally appropriate for the age, maturity, and interests of the students;
- Employ a variety of instructional and assessment strategies, including, but not limited to, direct instruction, guided practice, demonstrations, discussions, and inquiry-based learning activities to facilitate knowledge and skill development;
- Plan, develop, and execute lessons that reflect the curriculum;
- Adapt math course curriculum for individual, small group, and remedial instruction to meet the needs of identified students or subgroups of students;
- Evaluate the academic and social growth of students;

- Evaluate student progress and, with the assistance of support services, determine a student's ability to meet course standards in math-related knowledge and skills;
- Establish and maintain standards of student behavior;
- Serve as an advisor within the school's advisory program;
- Co-sponsor or sponsor a club or school activity;
- Know emergency plans and evacuation routes for the classrooms assigned;
- Know and follow school procedures and regulations; and
- Perform other related duties as directed by the Head of School and/or Middle or Upper School Division Heads.

Department Chair Position Summary:

The department chair manages and represents the academic department by leading, supervising, and collaborating with other faculty members and administrators within and outside of the department.

Department Chair Duties and Responsibilities:

- Supervise and serve as an instructional coach for the development of the department's teachers through goal setting, regular observations, sharing of verbal and written feedback, and identification of areas for professional growth;
- Assist the Head of School and division heads with recruitment and selection of new faculty in the math department;
- After consulting with the Middle and Upper School division heads, recommend to the Head of School teaching assignments within the department;
- Research and oversee curriculum development for the department;
- Collaborate with department chairs and math department members on the continued development of an interdisciplinary STEM program;
- Work with the division heads to support the professional development of department members;
- Oversee textbook and teaching material selection and recommend library books, materials, and other learning media additions;
- Conduct regular department meetings and ensure communication of information that impacts department members and students;
- Serve as a consultant to members of the department in matters of classroom management, instructional and assessment strategies, and school procedures;
- Provide academic guidance to students;
- Manage student or parent concerns according to the GPS Communication Protocol;
- Serve on the Department Chair Committee and other committees and working groups as needed; and
- Prepare and monitor the departmental budget and report to the department on the status of the budget.

Qualifications:

- Master's degree or post-graduate work in math, administration, or related field;

- A minimum of five to seven years' teaching experience is required. Three years of management experience desired;
- Experience in developing interdisciplinary STEM curriculum is preferred;
- Understanding and commitment to the instructional and educational practices that support, guide, and inspire girls and young women to identify their strengths and goals for their futures;
- Demonstrated commitment to building cultural competencies and empowering students to engage across differences;
- Outstanding and varied written and verbal communication skills that are effective with demonstrated leadership and facilitation skills; and
- Collegiality and eagerness to collaborate with fellow faculty members in a cross-disciplinary fashion.

It is the School's policy to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, genetic information, veteran status, or disability or any other characteristic protected under federal, state, or local anti-discrimination laws. It is the intent and resolve of the School to comply with the letter and the spirit of the law in the implementation of all facets of equal opportunity. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment.

All employees are responsible for complying with the School's equal employment opportunity policy.

Interested and qualified candidates [apply here](#)