Teacher – Science Department; Biology

Prepared: January 2022
Duration: 12 month contract – 10-month work/school year schedule
Reporting to: Dean of Faculty/Principal/Head of School
FLSA: exempt/contract
Schedule: Monday through Friday (plus scheduled events)
Hours: FT (7:50 – 3:20)

Please apply:

Mission:
Rooted in the Catholic, Dominican tradition, St. Agnes Academy challenges young women through exceptional academic preparation and transformational experiences to lead with integrity, joy, and a commitment to social justice.

Job Purpose:
St. Agnes Academy teachers educate within the high school academic level. They teach, inspire, advise, critique, question and counsel to bring out the best in our Academy women.

Faith, Community, and Dominican Charism
• Ensure that the four pillars of a Dominican education (prayer, study, community, preaching) are developed and promoted among the school community.
• Develop an active faith community and model Christian values.
• Incorporate prayer and spiritual formation within the student, faculty/staff and parent communities.
• Uphold and implement the Dominican charism and the Houston Dominican Sisters’ congregational goals.

The main responsibilities will include:
• Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning.
• Follow the faculty expectations outlined in faculty handbook.
• Manage student behavior in the classroom by establishing and enforcing rules and procedures. Be familiar and enforce student handbook policies.
• Encourage and monitor the progress of individual students and use information to adjust strategies.
• Prepare required reports on students and activities.
• Participate in department, school and parent meetings.
• Communicate necessary information regularly to students, colleagues and parents regarding student progress and needs.
• Establish and communicate clear objectives for all learning activities.
• Provide a variety of learning materials and resources for use in educational activities.
• Assign and grade class work, homework, tests and assignments in a timely fashion and update systems accordingly.
• Communicate and partner with parents in a timely manner.
• Participate in student/faculty activities (such as retreats, lunch duty, faculty meetings, in-service activities).
• Follow school emergency procedures.
• Other duties as deemed necessary by the Department Chair, Dean of Faculty, Principal, Head of School.

Qualifications:
• Commitment to embrace the mission of St. Agnes Academy
• Minimum of a four-year B.A./B.S. degree in related field
• Teaching certificate or twelve credit hours in education courses
• Experience teaching in an independent school and/or an all-girls environment a plus
• Ability to establish and maintain cooperative and effective working relationships with others
• Proficiency in Microsoft Office and basic technology needed for teaching, learning, and communication
• Professional attitude, behavior, and appearance
• Completion of Safe Haven training

Specific Academic Area Requirements:
• Is passionate about teaching science, particularly Biology, to young women.
• Promotes safety in the laboratory and keeps all laboratory work areas tidy and organized.
• Attends all scheduled science department meetings.
• Work with science department colleagues on horizontal and vertical planning.
• Keep track of and order supplies as needed for classes with the approval of the department chair.
• Plan well thought out safe labs that model the curriculum being taught.

Work Environment:
This job operates in a professional/educational environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and other technologies.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit at a desk, move about the classroom, communicate via phone/face to face, manually input data into a computer, walk to different office areas, reach with hands and arms, and minimal lifting.