Mathematics & Science Instructor 2022-2023 Job Description

Position Purpose / Expected Results:

Emma Willard School seeks an enthusiastic and dedicated teacher to work as a full-time, temporary mathematics and science instructor for the 2022-2023 academic school year. The position requires the flexibility to teach across various levels and disciplines of math and science. Preference will be given to candidates who can teach Chemistry and math courses ranging from Algebra I to Precalculus. The instructor should be prepared to teach across multiple levels and will collaborate regularly with other teachers of all levels. The instructor will work with the department chairs and faculty in the math and science departments to ensure an integrated and cohesive curriculum. Additionally, the instructor will be encouraged to use creative and innovative teaching practices. This person will demonstrate a commitment to bringing out the absolute best in each student, open collaboration with colleagues, and meaningful professional development.

The instructor will participate in the active review and creation of scope and sequence for math and science courses while using the Emma Willard School academic program pillars of intellectual flexibility, purpose and community, and equity and justice as a guide. The math and science faculty use a variety of tools and techniques, including but not limited to experiential learning and reflection practices, to help students be confident learning math and science. Dedication to the holistic wellness of students is essential, as is the ability and comfort in frequent communication with students’ advisors and parents. Emma Willard School faculty regularly participate in community-wide professional development and each faculty member works with their department chair to develop a plan for their personal professional growth.

As a boarding school, Emma Willard asks all teachers to contribute to the overall life of the school. These responsibilities will include helping with dorm life and co-curricular activities (e.g. coaching, after school physical education, advising a student activity group, etc) that fill the needs of the school and, ideally, intersect with the interest or expertise of the instructor.

We seek someone who is committed to and willing to navigate today’s changing and diverse landscape. This individual will help the school promote and nurture diversity, equity, and inclusion. The School encourages candidates from under-represented groups and individuals who have demonstrated experience with diverse populations who can contribute to the diversity and excellence of the academic community through their research, teaching, and/or service to apply.

Key Areas of Responsibility:

- Teach four classes with a combination of math and science classes to be determined based on department needs
- Create and administer appropriate assessments as consistent with departmental philosophy and practice
- Grade assessments and offer substantive feedback within a timely manner
- Keep accurate records of assignments, attendance, and grades on an online learning management system
- Compose student comments quarterly or as assigned
- Provide individual support to students as needed
- Communicate with students’ advisors, parents, and/or houseparents as appropriate
- Participate in school-wide functions and events
- Attend and contribute to departmental, faculty, and faculty/staff meetings
- Participate in weekend duty four times per year
- Lead co-curricular activities (coaching, advising, etc.)
- Be a positive force in the lives of students

**Minimum Qualifications:**

- Bachelor's degree in math, a scientific discipline (physics, chemistry, biology), or a related field
- Be a strong advocate for the Emma Willard School mission
- Demonstrate excellence in course design, planning, and implementation
- Demonstrate a commitment to laboratory safety and best-practices in the lab
- Have a strong desire to contribute to a collaborative course-level team
- Have a good working knowledge of Google, Microsoft Word, comfort with online learning-management systems, and enthusiasm for experimenting with learning technologies
- Patience, enthusiasm, and the ability to manage priorities and meet deadlines
- Demonstrate a commitment to professional growth and development
- Demonstrate superior judgment
- Have a valid driver's license

**Preferred Qualifications/Competencies:**

- Advanced degree in math, science, and/or education
- 3 years of math and/or science-teaching experience
- Knowledge and experience of how to teach math and/or science online
- Experience using experiential learning practices such as project-based learning, problem-based learning, and community engagement in a math and/or science classroom

We seek to identify, recruit, and develop employees who bring a diversity of experiences, perspectives, talents, and backgrounds. Emma is an equal opportunity employer.

**Emma Willard School requires employees to be fully vaccinated with the exception of qualifying exemptions. You will need to submit a resume, cover letter, and teaching statement to be considered for the position.**

[Please apply through the school's Career Center website.](#)