

St. Paul's School for Girls

POSITION: Long-term Math Substitute
STATUS: Salaried and Exempt
HOURS: Monday-Friday, 7:30am – 4:00pm
REPORTS TO: Upper School Head

Organization Overview

St. Paul's School for Girls is an independent, all girls' college-preparatory school enrolling 405 students in grades five through twelve, founded in 1959, educating young women in the Episcopal tradition. St. Paul's Plus, a division of St. Paul's School for Girls, is an educational childhood program for ages six weeks through Pre-K. *St. Paul's School for Girls educates hearts and minds in an inclusive community that is grounded in the Episcopal values of respect, integrity, and spiritual growth. We empower voice, nurture intellectual curiosity and creativity, and inspire confident leaders who serve in the world.*

Position Description

We are seeking an individual who is committed to student-centered teaching practices to instruct students in Upper School mathematics classes starting August 2016. This position will be required to teach two sections of Algebra 2 Honors and two sections of Calculus.

Major Responsibilities

- Actively engage girls in course curriculum and concepts through varied and differentiated instruction and resources
- Identify and/or develop resources to meet the needs of students with varying backgrounds and learning styles
- Evolve and improve curriculum as needed
- Provide a positive learning environment
- Incorporate various forms of technology within lessons
- Collaborate with Upper School Learning Specialist regarding accommodations and teaching practices for girls with FEPs
- Establish and maintain cooperative and professional working relationships with students, parents, and administrators and proactively communicate with students, parents, and other professionals on a regular basis
- Work collaboratively with the Depart Chair and department members to plan and implement department goals
- Attend departmental and divisional meetings

Key Qualifications

The ideal candidate has

- a degree in Mathematics, excellent teaching skills, and 2-5 years of secondary school teaching experience
- a demonstrated passion for and expertise in mathematics

- a demonstrated ability to creatively engage students with varying backgrounds and learning styles and a desire to learn from them
- strong computer skills, including Microsoft Office and Outlook, and a comfort level working in a 1:1 laptop environment
- an ability to function well both independently and in a collaborative team setting
- an ability to meet deadlines, lead initiatives, and be proactive
- excellent interpersonal, communication, written, and organizational skills
- a flexible and open attitude

Interested applicants can send their cover letter, resume and list of references to Shannon Duckett, Human Resources Director, at sduckett@spsfg.org. SPSG is an equal opportunity employer.