**The Bolles School**

**Job Description**

**Position Title:** Computer Science & Mathematics Teacher, Upper School

**FLSA Classification:** Exempt

**Reports To:** Upper School Head / Department Chair

Upper School represents the culmination of all which Bolles offers in educational excellence and college preparation. A highly committed faculty consisting of teachers who are recognized as educational leaders in their subjects presents a curriculum which promotes individual motivation and makes learning a stimulating experience. Each student is offered the opportunity to excel in some way by exploring personal interests and abilities. Challenging each student to feel that level of personal satisfaction is the goal of all those involved in Upper School teaching.

The Upper School curriculum is designed to prepare each student for college and beyond. All classes are taught in a demanding but exciting environment that refines the skills of each student. Honors classes and the Advanced Placement Program encourage students to reach for the highest level of their abilities.

The Bolles School searches worldwide for teachers who demonstrate expertise in their field of study.

**Position Purpose:** Responsible for preparing and instructing computer science and advanced mathematics to 9th-12th grade students. This position will commence with the 2021-22 academic year.

**Essential Functions:**

* Design and implement culturally responsive, equitable, and motivational instruction, incorporating student-engaged assessment.
* Communicate course expectations.
* Use appropriate and varied teaching techniques, including handheld graphing technology.
* Prepare and conducts regular assessments.
* Work collaboratively with colleagues on grade level, subject area, and interdisciplinary faculty teams.
* Assign lessons, corrects written work in a timely manner, and evaluates oral presentations.
* Teach and apply rules of conduct.
* Counsel students when adjustment and academic problems arise.
* Discuss academic and behavioral attitudes and achievements with parents and advisors.
* Fosterpositive communication among parents, advisors, colleagues, and students
* Communicate effectively both orally and in written form to parents/colleagues in response to inquiries of both student/professional nature.
* Coordinate class field trips and accompany students on trips, if applicable
* Maintain regularly scheduled office hours to advise and assist students.
* Collaborate with colleagues and students in out-of-classroom activities.
* Make full use of professional development opportunities (further education, reading, workshops, conferences, etc.) and demonstrates creative initiative in keeping current in one’s own discipline, which includes the use of technology in the classroom.
* Show commitment to building a diverse, equitable and inclusive school community.
* Other duties and responsibilities may include student advising.

**Qualifications:**

* Bachelor’s degree in appropriate field of study (i.e., Computer Science, Math, etc.) from a four-year college or university or post graduate work in subject matter; advanced degree preferred.
* Minimum three years teaching experience in the subject matter preferred.
* Candidates should have experience and be able to teach all levels of the high school math curriculum, including courses focused on AP Calculus.
* Candidate should have experience or ability to teach the App Computer Science curriculum
* Excellent verbal and written communications skills
* Demonstrated leadership and classroom management skills.
* Demonstrated ability to create an active learning environment in the classroom.
* Demonstrated organizational skills.
* Demonstrated proficiency in the use of technology in the classroom.
* Experience implementing classroom technologies, including using online teaching platforms.
* Experience in any of the following is beneficial: coding, mechatronics, circuitry and programming, design (including CAD) and fabrication capabilities including 3D modeling and printing.
* Experience in coding is required.
* Preferred candidates must enjoy working with adolescents, have an ability to work well in a student-centered curriculum, and understand student learning styles and differentiated instruction.
* Experience and/or willingness to mentor students in robotics team competitions is beneficial.

**General:**

* Demonstrate and enthusiastically support the School’s Mission and values of courage, integrity, compassion, and excellence.
* Perform in a manner that reflects positively on The Bolles School
* Build deep relationships with students, families, and staff to foster a culture of inclusion.

**Interested candidates are required to submit their application and resume via our Career Center located at www.bolles.org.**