

<b>Position Title:</b>	<b>Upper School Chemistry Teacher and Science Department Chair</b>
<b>FLSA Classification:</b>	Exempt
<b>Reports to:</b>	Head of Upper School
<b>Position Purpose:</b>	Responsible for student instruction in grades 9-12. Creates lesson plans and instructs students in Chemistry. Collaborates across disciplines for an integrated and relevant curricular approach. Serve as an Upper School advisor, creating a welcoming and compassionate environment for advisees. Serves in the capacity of Science Department Chair. Responsible for providing leadership and administration within an academic department. Support faculty, oversee curriculum development, manage budgets, address student concerns, and contribute to strategic planning.
<b>Work Hours:</b>	7:30 a.m. – 4:00 p.m.
<b>Work Calendar:</b>	School Year
<b>PTO Designation:</b>	Educator (Blackout Dates May Apply)

### **Description**

The Upper School Chemistry Teacher will facilitate students' growth in a student-centered, developmentally appropriate environment, following and fine-tuning an integrated, relevant curriculum that develops students' curiosity and encourages higher-level thinking. A focus on developing students' deep understandings of chemistry concepts, proficiency with key skills, and the ability to solve complex and novel problems is a major responsibility in this role. The teacher will employ professional judgment to utilize appropriate methods, including direct instruction, structured investigation, and open exploration. The chemistry teacher is an essential member of the growing Upper School team, pitching in with both ideas and execution. While developing and maintaining positive relationships with students, parents, and faculty, the Upper School chemistry teacher will recognize and address each student's social-emotional needs.

As an advisor, the Upper School Chemistry Teacher will commit to getting to know their advisees and their families well. With this foundation, the advisor will serve as the nexus of communication between home and school, promote social-emotional development, and offer appropriate guidance and care for members of their advisory group.

The Department Chair reports to the Head of Upper School and is responsible for the administration of the day-to-day operations of the academic department. The Department Chair is responsible for managing faculty, organizing curriculum, and ensuring that the department is meeting educational standards. The Chair will set goals and objectives for the department and facilitate communication between faculty and administration. The Chair will provide feedback to improve student learning outcomes.

The ideal candidate will have excellent leadership skills and the ability to communicate effectively while advocating for faculty and students.

## Essential Functions and Tasks for Chemistry Teacher

- Serves as an educator and works directly with the Head of Upper School to collaborate on interdisciplinary and relevant chemistry curriculum, implement it, and serve as a member of the Upper School team in a variety of capacities.
- Provides for students a supportive, orderly, and interactive classroom environment where creative learning takes place.
- Routinely uses educational strategies and project-based curriculum to bolster a student-centered, inquiry-based instructional design.
- Serves as an example to colleagues in matters of classroom management, teaching methods, and school procedures.
- Works collaboratively with the Upper School administration and teacher colleagues to research curriculum best practices.
- Manages class sections while collaborating with other faculty outside the science discipline for curricular enhancements, cross-disciplinary connections, and real-life applications of chemistry concepts.
- Works with administration to promote and enhance vertical alignment of curriculum, K-12<sup>th</sup> grade.
- Works collaboratively with specialists, administration, and faculty to promote a positive work environment grounded in a growth mindset.
- Works closely with Instructional Technology on integrating technology where appropriate and useful in the curriculum.
- Well-versed with and adheres to school policies in all areas of student interaction.
- Provide academic guidance to students; serve as a student advocate, helping student families respond to specific academic, emotional, and developmental challenges.
- Communicate with parents, administrators, student services, and chaplains regarding students' emotional and physical well-being in the classroom.
- Assists administration with division long-range planning, as well as the division's daily schedule and calendar as needed.
- Ensures Upper School facilities are ready for the start of school each day.
- Knowledgeable about Veracross and/or other student management software.
- Maintains congruence between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan, and all activities of the Upper School classroom.
- Adheres to the Employee and School Handbooks and recommends potential revisions and updates to the School Handbook to the division head.
- Completes various tasks related to the employee's yearly goals and the school's long-range and strategic financial plan.
- Commits to the Employee Expectations and Standards of Professional Excellence as the non-negotiable foundations for employment at St. Francis Episcopal School and complies with Physical Requirements and Work Environment.

- Be assessed through the Professional Growth and Evaluation Program.
- Performs other tasks and duties as assigned by the Head of School and/or supervising director or head, including extracurricular activities.
- Employees may be required to work remotely or engage in telework activity as determined in the employer's sole discretion.
- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.

### **Essential Functions and Tasks for Science Department Chair**

- Leads and manages the department, acting as a representative at inter-division/department meetings.
- Coordinates teaching assignments, student evaluation consistency, and curriculum planning and design.
- Provides guidance and support to fellow teachers by assisting teachers in improving instruction and assessment through classroom visits and in-service training.
- Holds regular meetings and provides feedback for teachers
- Collaborates with other department chairs and school administrators to communicate teacher suggestions
- Communicates with teachers, administrators, and students on department matters
- Oversees department budget and resources, and participates in the hiring process for department faculty
- Responsible for data analysis and reporting for the purpose of informing the academic program
- Dedicated to ensuring the growth of the department in alignment with the school's mission while remaining positive about and committed to the school's culture

### **Qualifications**

- Bachelor's degree in chemistry or physical science required; Master's degree in school administration, curriculum and instruction, or a related field preferred.
- AP Chemistry experience is preferred, or willingness to engage in professional development towards this end.
- A minimum of three years of teaching in an independent school environment is preferred.
- Excellent verbal and written communication skills.
- Demonstrated leadership and facilitative skills, including the ability to relate effectively with administrators, operations staff, colleagues, parents, and students.

### **Physical Requirements and Work Environment**

- Occasionally lift to 30 pounds.
- Generally, works in standard office conditions and climate; may work in varied extreme outside weather conditions during school events, special activities, and fundraising events.
- Ability to work in a highly stressful environment, dealing with a wide variety of challenges and deadlines.
- May work at a desk and computer for extended periods of time.
- Ability to stoop, bend, kneel, stand, walk, and reach.