

## POSITION DESCRIPTION

Job Title:	Mathematics Teacher	Date:	January 2023
Department:	Math Department	Last update:	January 2023
Reports To:	Chair, Math Department		
Status:	X Exempt                  Non-Exempt	Classification:	10 Months
	X FT                          PT		

### MISSION AND CORE VALUES:

The Academy of the Holy Cross, a Catholic college preparatory school sponsored by the Sisters of the Holy Cross since 1868, is dedicated to educating young women in a Christ-centered community which values diversity. The Academy is committed to developing women of courage, compassion and scholarship who responsibly embrace the social, spiritual and intellectual challenges of the world.

All faculty and staff must demonstrate a commitment to the Core Values of the Academy: community, Catholic identity, academic excellence, educating the whole person, tradition, diversity, leadership, single-sex education, environment, and communication.

### PRINCIPAL RESPONSIBILITIES:

- Instruct students in mathematical concepts, mathematical analysis, and problem-solving
- Prepare for classes using formal lesson plans that are thoughtful and creative
- Collaborate on pacing and major assessments with fellow teachers
- Evaluate student work and maintain up-to-date records of student assessments and grades
- Maintain a pleasant and productive class environment that is student-centered and conducive to learning
- Collaborate within the Math department and with other faculty and staff

### JOB REQUIREMENTS:

#### EDUCATION:

B.A. in Mathematics or Mathematics Education or a related field. M.A. in Mathematics or a related field is desirable.

#### EXPERIENCE:

- A minimum of 3 years teaching at the high school level, with proof of knowledge, content and skills from Algebra II through Precalculus, and AP Statistics would be an advantage.
- Experience teaching across the high school math curriculum through Precalculus
- Experience with teaching or working with the assistive technologies of the iPad is desirable

#### SKILLS

- Must be able to demonstrate an interest in and knowledge of both real-world and theoretical applications of Mathematics.
- Ability to communicate effectively in speech and writing
- Ability and willingness to plan and organize materials and lessons
- Ability and desire to work effectively with adolescents as well as with adult colleagues
- Flexibility in dealing with changing schedules and situations
- Must be comfortable teaching students in an all-girls Catholic school