

GREENWOOD SCHOOL
9920 Regency Square Boulevard
Jacksonville, Florida

POSITION DESCRIPTION

JOB TITLE: High School Math Teaching Faculty

DEPARTMENT: Faculty

DEPT. OF LABOR STATUS: Full-time with Benefits; Exempt

Requirements:

- Bachelor's Degree (Minimum), preferable in Education, Exceptional Student Education, Secondary Education, with focus (12 credit hours minimum) in core subject area of Mathematics)
- Teaching experience with grades 6-12 (public or private)
- Experience working with exceptional students (ESE certification through Florida Department of Education preferred, professional development available from School if not yet obtained).
- FLDOE Certification not required for hire, but preferred (and will be expected professional development goal for continued employment).

Duties and Responsibilities (Direct and Supervisory):

- I. Middle School Math Core courses and possible Enrichment courses for 9th – 12th grade.
 - A. Pre-semester **minimum** requirements and expectations:
 1. Core instructor per Master Schedule in assigned subject area(s) (High School Mathematics).
 2. Sponsorship / leadership of extra-curricular activities, at least one semester.
 - B. Collaboration with subject area team(s) and cross-curricular team(s) faculty members for integrated studies, projects, and efforts in support of Greenwood School's mission.

C. Generate and maintain course curriculum maps in Atlas software.

II. Maintain and promptly Report Accurate Student Records.

A. Administrative responsibilities include – but are not limited to- student attendance, grading information, and collaboration with grade-level appropriate Department Head and the Principal/Dean of Students concerning general student behavior and performance.

B. Communicate successes and concerns appropriately to student(s)' parent/guardian, grade-level appropriate Department Head and the Principal/Dean of Students informed of any need for support.

C. Respond to parent communications promptly and appropriately,

III. Support School Administrative Team, Faculty Team(s), Students, and Families.

A. Attend and participate in scheduled faculty meetings, professional learning communities, professional development programs, departmental collaboration sessions, and curriculum development efforts.

B. Adhere to policies contained within the Greenwood School Employee Handbook and directives from School Leadership Team.

C. Provide constructive feedback in Team planning sessions.

D. Set and consistently work toward professional development goals in coordination with School administration

E. Attend School events when available.

IV. Other Duties and Responsibilities

As required/requested by Head of School, coordinated with faculty member for needs and/or opportunities that may arise.