



## FACULTY JOB DESCRIPTION

**Position/Title:** Upper School Mathematics Teacher (part-time)  
**Appointment:** School Year 2017/2018  
**Reports To:** Director of the Upper School

Laurel School is seeking talented faculty who will put our students first and strive to make a difference in their lives. We seek to attract culturally and academically diverse faculty who thrive on being engaged participants in our academic community. The most successful candidates see opportunities before problems and can laugh at themselves while succeeding in a fast-paced, forward-thinking educational environment. Laurel lives its mission: to inspire each girl to fulfill her promise and to better the world. We continually challenge our community to dream, dare, and do.

### **Position Opening:**

We are seeking a dynamic and talented teacher who can teach a variety of Upper School mathematics courses, including advanced math courses such as AP and Multivariable Calculus. The ideal teacher will create a rich learning environment, employ varied teaching approaches and use multiple tools to assess student understanding. S/he will have the ability to work collaboratively with other STEM teachers and will be guided by differentiated instructional methods in developing and delivering effective lessons to a diverse group of learners. Enthusiasm about devising a variety of student experiences will be key: developing curriculum that uses our 140-acre Butler Campus as a classroom, asking students to pursue inquiry-based learning, designing projects to use as dynamic assessment tools, and encouraging class discussions as a way to deepen student understanding. Flexibility, a sense of humor and a deep desire to be an educator inside and out of the classroom—working with students in many capacities—are invaluable qualities at Laurel School.

### **Duties and responsibilities include:**

- Preparation and implementation of daily lessons
- Delivery of assignments and timely evaluation of all relevant class work and student progress
- Design and implementation of appropriate, authentic assessments and support of individual student learning styles
- Timely and proactive communication with parents about student progress
- Collaboration with other members of the faculty, administration and staff on experiential, interdisciplinary and community-based opportunities that add to the school community
- Effective and timely communication with varied school constituencies in person, through email and through voice mail
- Support of divisional and school-wide initiatives through committee work, where appropriate
- Supervision and/or participation in non-academic activities, including lunch and study hall as appropriate

### **Required Qualifications:**

The successful candidate must have a Bachelor's or Master's degree in mathematics, or a related field. Minimum five years teaching experience at the high school level preferred. The successful candidate will also possess a positive attitude, excellent written and verbal skills, strong organizational skills, and proven success within a work setting that requires collaboration, cooperation, and collegiality. The candidate must possess or acquire and maintain a State of Ohio issued teaching certificate. Ability to lead one or more co-curricular activities, or to coach a sport, is desirable. The school welcomes the opportunity to continue to find ways to diversify our faculty.

**Salary:**

Laurel offers competitive compensation and a comprehensive benefits package.

**To Apply:**

Interested candidates are encouraged to review Laurel's curricular philosophy at [www.laurelschool.org](http://www.laurelschool.org). To apply for the position, please send the following to the address below:

- Cover letter reflecting why Laurel may be the best community for you and/or information on how you could further the goal of a culturally or academically diverse environment
- Current resume
- Completed application (see website)

**No Phone Inquiries Please**

Upper School Mathematics Teacher (part-time)  
Attn: HR, Miriah Seckel  
Laurel School  
One Lyman Circle  
Shaker Heights, OH 44122

Please see [www.laurelschool.org](http://www.laurelschool.org) for further information and a job application.

*Laurel School is dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race; color; religion; sex; national origin; handicap or disability; sexual orientation; or status as a veteran, Vietnam era, or special disabled veteran.*

**Work Environment:**

Laurel School is a dynamic, forward-thinking, K-12 girls' school with a co-ed pre-primary division, where every child is well known.

*Laurel teachers are committed to:*

- the study of research on girls' education
- integrating this knowledge into classroom practice
- working with each girl to fulfill her promise
- flexibility and openness to new ideas
- the academic and social development of girls
- involving parents as partners in the educational process
- the creation of a classroom community
- the integration of community-based learning projects at the classroom level and as a part of the whole school community
- equity and inclusion
- multicultural education
- outdoor education and sustainability

Laurel enjoys an outstanding local and national reputation and is home to the Laurel Center for Research on Girls. In a highly competitive school landscape, Laurel is fortunate to be a school of choice in Cleveland. Our emphasis on the whole child and our legacy of excellence in the teaching of girls set us apart. Located in Shaker Heights, OH (15 minutes from downtown Cleveland) with an additional rural campus 17 minutes away, the school has an urban/rural

advantage. The work environment is noted for being family-friendly and flexible. The feeling in the school is joyous, collaborative and innovative. Our curricular philosophy emphasizes community-based, interdisciplinary and experiential learning. Collaboration and reflective practice are key to pedagogy at Laurel. The school is fully committed to a culturally diverse faculty and student body.