



# Job Description: Math Teacher

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Position Title	Department	Reports to
MS Math Teacher	Middle School	Marja Brandon
Employment Status	FLSA Status	Effective Date
<input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	August 14, 2017

## **OVERVIEW OF WOODLAND SCHOOL**

Located just west of Stanford University, Woodland is an independent day school that offers a balanced approach to learning in a diverse and inclusive environment for approximately 300 students in early childhood through 8th-grade. We have two sections of each grade level K- 8 with class sizes that average from 14-18 per class.

We believe that students learn to their potential when they are inspired. With rich content and an emphasis on student-driven projects, students are empowered and encouraged to be active and engaged learners. Our teachers provide an education that is both challenging and supportive. They work to ensure that students become active and curious learners – and are both local and global citizens fully prepared for future endeavors and challenges.

Woodland School’s faculty embodies the values of academic excellence, a diverse and authentic community, and strong character building. We focus on character building because it takes both strength of mind and heart to live with integrity, to find one’s passions, and to create meaningful change in the world.

Our teachers are themselves learners, constantly searching for ways to improve their practice. A robust professional development program supports our faculty by introducing them to the latest knowledge and best practice in pedagogy, curriculum development, educational technology, and student assessment.

## **OVERVIEW OF THE MATH DEPARTMENT**

Woodland School’s math program is designed to build confidence and foster an enduring love of learning in math. The program is rooted in a desire to nurture deep understanding while encouraging critical thinking and perseverance. In each grade level, young mathematicians use a variety of tools and hands-on methods to explore abstract concepts. Inquiry-based, contextual investigations challenge children and encourage them to apply a variety of approaches to problem solving. Visual models and mental math exercises strengthen children’s number sense, allowing them to flexibly and creatively manipulate numbers along their journey to computational fluency. Mathematicians at Woodland communicate with pictures, numbers and words to express their mathematical thinking clearly and build upon it through collaboration. Woodland honors the students thinking behind an answer over the answer itself.

### **POSITION OVERVIEW**

Woodland School seeks to hire a dynamic, passionate Middle School math teacher to cover for three months of maternity leave. The position teaches four math classes daily to students in grades 5-8 as well as serving as an advisor to a small group of students. Term is between August 14, 2017 and November 6, 2017.

### **MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

We seek a dynamic teacher who is qualified to teach middle school mathematics and is equally committed to working in a highly collaborative, diverse environment. Candidates must be able to teach through basic Geometry. In addition:

- Bachelor's degree in education or mathematics, a teaching certificate or credential or equivalent professional experience which would translate to successful classroom teaching. Advanced degree preferred but not required.
- Collaborates well with colleagues of diverse backgrounds on pedagogical approaches, curricular alignment and instructional strategies.
- Promotes the use of multiple methods in solving problems, identifying more efficient strategies and generalizing principles to a broad variety of applications.
- Encourages collaborative teamwork in the classroom, teaching students to communicate effectively and thoughtfully, justify their reasoning and to consider multiple perspectives when solving problems.
- Invests in the life of the school by participating in the advisory program, social and emotional learning, weekly department meetings and multidisciplinary team meetings, anti-bias training, and any and all aspects that support the student experience.
- Strong interpersonal and collaboration skills with the ability to communicate effectively and respectfully with all constituents. Excellent verbal and written communication skills are required.
- Demonstrated professional behavior, including discretion, judgment and integrity.
- Effectively interacts with a diverse population of students and faculty.
- Woodland School is dedicated to the goal of building a culturally diverse and pluralistic faculty committed to teaching and working in a multicultural environment and strongly encourages applications from candidates who reflect such diversity.
- All prospective employees must be able to clear a background check, LiveScan fingerprinting and TB screening.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made.

- Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. +
- Frequently required to sit; occasionally required to stand and walk
- Occasionally required to reach with hands and arms
- Frequently required to talk or hear
- Occasionally required to bend, twist, or climb.
- Moderate concentration/intensity, which includes prolonged mental effort with limited opportunity for breaks.
- Average memory, taking into consideration the amount and type of information.
- Moderate level of complexity for decision making. Average time pressure of decision making.
- The noise level in the work environment is usually moderate

## **HOW TO APPLY**

Candidates for this position should submit a cover letter, resume, and contact information for three to five references. Please combine all documents into a single PDF and send to HR@woodland-school.org.

## **NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

*Woodland School does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin in the administration of its educational or admission policies, financial aid distribution, or other school programs. Woodland School is dedicated to the goal of building a culturally diverse and pluralistic faculty committed to teaching and working in a multicultural environment and strongly encourages applications from candidates who reflect such diversity.*

[www.woodland-school.org](http://www.woodland-school.org)