



New Math Teacher Job Description

The following is meant to describe duties, expectations, and teaching assignments. It is not all-inclusive and may change during the course of the year. In general, teachers are expected to do things which fall within the norms of teaching at an independent school and which are reasonably requested by the Head of School.

This position is expected to teach: Algebra II, Pre-Calc, Geometry, and Physics

In addition to those classroom teaching assignments:

- ❖ Participation in morning Tea Time (faculty meetings before school starts)
- ❖ Leadership of a Base Camp, providing mentorship, academic advising, personal support, and community building to a group of students at the start and end of each day. This includes being the primary liaison between the student's family and the school, being the adult advocate in the school for Base Camp students, and taking attendance each day.
- ❖ Support for students during the changing times between classes, morning break, and lunch time by being actively present among students in common areas of the school.
- ❖ In addition to core subject teaching, teaching elective classes each quarter unless you are a first time teacher at Peak.
- ❖ Advising and individual student's Gateway project if requested by the student and the Head of School.
- ❖ Participation in weekly Faculty/Staff meeting after school.
- ❖ Sharing in coverage duties for T & R classes, working lunch and other similar responsibilities as requested by the Head of School.
- ❖ Participate in Outdoor Education Trips including Orientation Trips.
- ❖ Covering classes for an absent colleague as reasonably requested by the Head of School.
- ❖ Participation in scheduled Parent-Teacher conferences, and impromptu after-school meetings with parents as the need arises.
- ❖ Occasional participation in evening or weekend activities, such as Admission and Community events as reasonably requested by the Head of School.
- ❖ Supporting the Director of Admissions by hosting shadow students, communicating impressions of those students, and otherwise helping with reasonable requests in the recruitment of new students and retention of current students.
- ❖ Chaperoning class trips and off-campus Outdoor Education activities as reasonably requested by the Head of School.
- ❖ Preparing in advance, and having always available in the classroom, at least two articulated lesson plans that can be used by a substitute in the event of your un-anticipated absence.
- ❖ Participation in faculty/staff professional development days.
- ❖ Collaboration with colleagues in planning and executing discipline-wide and/or division-wide projects.

If you are interested please submit a cover letter and resume to travis.aldrich@thepeakschool.education.