



Rolling Hills Prep *and* Renaissance Schools

Position Title: Chemistry Teacher - Faculty Member
Date Modified: November 2019
FLSA Classification: Full-time - Exempt, 100% FTE, 10-month schedule of duties
Reports To: Department Chair

Essential Functions:

- Teach chemistry courses (all levels) to high school students
- Develop and deliver high-quality lessons and units in line with curricula of the school with the aim of addressing the varied learning needs of individual students and educating the whole child, utilizing the entire class time
- Establish clear objectives, standards, and expectations for all classes
- Research new topic areas, maintain up-to-date subject knowledge to improve teaching and learning, and update unit plans accordingly
- Focus on real-life, practical language, using technology and collaborative strategies and emphasizing critical thinking, creativity, and problem solving
- Employ an interactive, student-centered methodology
- Teach year-long classes to up to five class groups each year
- Collaborate fully with colleagues to create curriculum consistent with the schools' missions
- Utilize varied methods and approaches to material, integrating technology, assessments, projects, etcetera to foster engaged learning in the classroom
- Facilitate deep, student-centered conversations in the classroom while promoting an environment of inclusion and acceptance
- Employ varied approaches to support student progress on an ongoing basis
- Provide formative and summative feedback on progress to students and parents in a timely manner
- Maintain up-to-date documentation regarding student skills and knowledge in accordance with school-established guidelines
- Update parent and student portal frequently and use as a means of communicating homework, as well as unit and assessment data
- Follow-up on parent communications within 24 hours
- Provide updates to students' advisors to communicate about students' learning and social-emotional needs
- Liaise with students' advisors and learning specialists, where applicable, in order to ensure learning needs are best supported
- Communicate with parents and other staff regarding student behavior and academic progress in accordance with school policies and procedures
- Participate in parent conferences regarding student progress and at other events, as directed by school leadership
- Organize and carry out field trips and studies to support the curriculum
- Read all communications from line managers and staff bulletins thoroughly in a timely manner

General Responsibilities:

- Support and further the schools' missions, visions, and values
- Actively engage in the life of the school and participate in related teaching duties, as needed
- Ensure the safety and well-being of students

- Celebrate and promote diversity, equity, and inclusion within the classroom and community in alignment with the school's [Diversity and Inclusion Statement](#)
- Behave with dignity and demonstrate respect towards all members of the school community, including students, parents, teachers, support staff, and administration
- Abide by school policies and procedures

Additional Duties:

- Attend department, faculty, and grade-level meetings, as required
- Serve as a grade-level advisor
- Serve as a chaperone for the Outdoor Education program, as required
- Advise or lead a sixth assignment, as determined by supervisor
- Carry out supervisory duties during breaks, breakfast, and lunch periods, as assigned
- Provide cover for absent staff, when required

Other Responsibilities:

- Carry out instructions as given by their respective supervisors and school leadership
- Participate in professional development activities, as directed by leadership

Required Qualifications:

- Bachelor's Degree in education or related subject
- Broad knowledge of, and a passion for, the subject to be taught
- A clear commitment to the educational philosophy of the schools
- Fluency in reading, writing, and speaking in English, including excellent verbal and written skills
- Skills in, or willingness and ability to learn to use technological platforms such as Microsoft Office, Google Drive, and My BackPack
- Ability to work well with students and colleagues and a willingness to be an active, enthusiastic member of the RHP/Renaissance community
- Commitment to equity and inclusion
- Willingness to adapt to an existing curriculum as well as contribute ideas to enhance the respective academic programs
- Strong interest in professional development opportunities
- Demonstrated excellent attendance and punctuality
- Flexibility and adaptability in meeting job requirements throughout the school year

Preferred Qualifications:

- A minimum of five years teaching experience in an independent school environment
- Master's degree or post-graduate work in education or related subject
- Demonstrated leadership and facilitative skills
- Independent school experience
- Experience working with students with learning disabilities.
- Teaching experience with a clear enjoyment of working with children and outstanding interpersonal skills
- Prior experience with the International Baccalaureate Program, especially with the Middle Years Program

Physical Demands and Work Environment:

- Willingness and ability to work in a highly-demanding environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts
- Ability and willingness to attend and work occasional overnight field trips
- Ability to travel safely and comfortably across a campus
- May work at a desk and computer for extended periods of time
- Be able to occasionally lift up to 30 lbs

J. Maher