



Job Title: Middle School Math
FLSA Classification: Exempt
Responsible To: Math Department Chair. Director of ELC & Head of Middle School
Last Revised: May 2022

Position Summary: The Haverford School is seeking a full-time middle school math instructor that has shown excellence in the teaching of innovative and successful math programs. The candidate should also have a background in providing one on one support in the study of mathematics. Applicants must have training in or be familiar with spreadsheets, graphing calculators, as well as other technological ways of creative problem solving. All candidates should be willing and responsible for engaging our students in many extra math activities that build an interest, enthusiasm and love for the subject. (Examples: Game of 24, Mathcounts Competition, AMC Competitions, Continental Math League & others) Additionally the candidate will have experience in pedagogy such as differentiated instruction, co-operative learning and/or project-oriented instruction.

Essential Duties and Responsibilities

- Teach two or three sections of mathematics from Pre-Algebra to Geometry
- Assist in supporting students in our Enrichment and Learning Center
- Advise and coach as assigned
- May require the flexibility to attend some infrequent weekend, evening and/or summer hours for meetings, professional development and/or extracurricular activities
- Prepare course materials such as syllabi, homework assignments, and handouts.
- Maintain student attendance records, grades, and other required records.
- Evaluate and grade students' class work, assignments, and assessments
- Plan, evaluate, and revise curricula, course content, and course materials and methods of instruction.
- Maintain regularly scheduled office hours in order to advise and assist students
- Participate in school evaluation and professional development programs
- Advise students on academic and other matters in accordance with the school's mission
- Coach an athletic team and/or advise an extracurricular activity as required
- Participate in some infrequent evening or weekend activities, including meetings, professional development or other school activities
- Other duties, as assigned

Minimum Acceptable Qualifications

- Bachelor's Degree preferably in mathematics or mathematics education.
- Effective communicator, both verbally and in writing, with colleagues and parents.
- Adequate computer literacy and familiarity with e-mail, Google and Microsoft Office products
- Enthusiastic interest in teaching, motivating, coaching and mentoring middle school students
- A role model for students
- Ability to meet classroom, advisory, and extra curricular obligations on a consistent schedule
- Ability to attend meetings before and after the normal school day schedule and sometimes in the evening
- Ability to comply with the requirements of a standard work week
- Ability to become productive member of the Haverford Community

Physical Requirements and Work Environment

- Works in an environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts.
- May work at a desk and computer for extended periods of time.
- Be able to occasionally lift up to 15 lbs.

- Work primarily in a traditional climate-controlled office environment.
- Work intermittently in outside weather conditions, including extreme heat and cold.

Contact Information

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Communication via email preferred. Send letter and resume to jgreytok@haverford.org