

HIGH SCHOOL MATH TEACHER

Updated: 3/6/2025

This part-time faculty position involves teaching several mathematics courses, such as Algebra, Geometry and/or Calculus, to High School students in grades 9th through 12th. This teacher will utilize contemporary and Montessori methods to engage, support and continue the growth of students' analytical skills. In collaboration with colleagues, all faculty members are committed to fulfilling Woodinville Montessori School's mission and vision.

Responsibilities:

Teaching and Overall Faculty Responsibilities

- Plan, prepare and teach all assigned class sessions.
- Communicate with students in a nurturing, respectful manner, considering their varied learning styles and abilities.
- Correct student work and provide prompt feedback.
- Create a prepared environment to support students' safety and social-emotional health.
- Maintain accurate records and observational notes of students' lessons and overall progress.
- Complete quarterly progress reports including a comprehensive narrative at the end of each semester.
- Collaborate with your level team to submit a yearlong curriculum plan.

Professionalism

- Follow all school policies and procedures.
- Stay organized to manage all responsibilities.
- Document all family meetings, accidents, incidents, and behavior as directed.
- Maintain confidentiality regarding school or staff issues.
- Maintain a clean, professional appearance.
- Be punctual throughout the day.
- Support school events through planning and participation.

Communication

- Build trust with families and maintain two-way communication.
- Respond promptly to requests from your supervisor and administrators.
- Communicate concerns to your supervisor in a timely manner.

Collaboration

- Plan, participate and engage in problem-solving and decision-making with the HS Team.
- Attend weekly meetings and training(s) as needed.
- Attend school events, which may include some evenings.
- Participate in school accreditations.

Required Knowledge, Skills & Abilities:

Education/Certification Requirements

- Bachelor's or Master's Degree (preferred) from an accredited college or university.
- Infant/Child & Adult CPR, First Aid, HIV/Blood-borne Pathogens certifications.

Skills and Experience Requirements

- Three or more years of experience working with students in a group setting.
- Proficiency in Office applications.
- Familiarity with Canvas and Blackbaud or willingness to learn.

Essence of the Job:

Essential Functions

- Passion for teaching.
- Empathy, patience, and respect.
- Exhibit a positive attitude.
- Ability to model appropriate behavior.
- Excellent communication and interpersonal skills.
- Collaboration with team and families.
- High level of organization and attention to detail.
- Flexibility, creativity, and a willingness to take initiative.
- Ability to receive feedback with a growth mindset.
- Ability to handle multiple tasks and prioritize.

Work Environment

- This job operates in a professional school environment.
- Physical demands: occasionally lift and maneuver up to 50 pounds, ability to stand, walk, and sit for extended periods, frequent bending, kneeling, and crouching to engage with students at their level, ability to move around the classroom and school campus to supervise and assist students.
- Must possess acceptable hearing and visual capabilities, to determine the accuracy, neatness, and thoroughness of the work assigned, and to monitor the environment and children's well-being.
- Mental and emotional demands: typical classroom sound, frequent interruptions, remain calm and composed when unexpected circumstances arise.

Upon Hire

- Complete an Employment Eligibility Form and submit documentation for review.
- Pass a nationwide criminal history check.
- Provide documentation of a negative FDA-approved TB test within the last 12 months.

Job Classification:	Faculty	Supervisor:	Middle & High School Program Director
Employment Status:	.4 FTE / Part-Time Exempt	Work Schedule:	10 Month Employee, Days
Compensation:	\$23,800 - \$35,000 annualized	Start Date:	August 2025

Acknowledgment:

I have read this Job Description and understand the duties, requirements, characteristics, and skills. I certify that I am capable and qualified to carry out these duties as described above.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____