

JOB DESCRIPTION:
Part-Time Secondary Science Teacher



Woodinville Montessori School
a nonprofit organization

SUMMARY:

This position requires teaching Physics, Chemistry and Mathematics to high school aged students in a collaborative Montessori program. May also include the opportunity to develop an elective class in area of interest, collaborative work planning and leading field trips, and/or quarterly immersion activities.

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| CALENDAR / FTE: Academic Year / TBD | STATUS: Exempt | COMPENSATION: DOE |
| DEPARTMENT/LEVEL: Secondary Program | REPORTS TO: Director of Secondary Programs | DATE: August 2019 |

DUTIES:

- Plan, prepare and teach of all assigned class sessions
- Track and grade all student work for class
- Coordinate and collaborate with other faculty in this and other levels
- Submit curriculum plan and study guides prior to the start of each cycle
- Submit grades and narratives for each student each cycle
- Post class assignments and tracking grades on Canvas or other course management system
- Provide academic support for students outside of class time as needed
- Communicate with students and parents regarding academic progress, assignment completion, and/or behavior in writing and face to face
- Ongoing curriculum development
- Prepare the physical and emotional environment for students with special attention to beauty, organization, display of student learning, supportive of self-advocacy, and intellectual risk taking
- Participate in supervision and planning of retreats, trips, and community service activities, as needed
- Participate in secondary and all-school faculty meetings, in-service days and events as required by Program Director
- Participate in the life of the whole school community

EDUCATION/CERTIFICATION REQUIREMENTS:

- Undergraduate Degree in chemistry, physics, math, science and/or graduate degree in education-related field. Chemistry or Physics degree and/or Master's degree preferred.
- Montessori credential or willingness to pursue
- Current CPR, First Aid, and HIV/Bloodborne Pathogens or willingness to get training promptly

SKILLS AND EXPERIENCE REQUIREMENTS:

- Two or more years effective teaching preferred
 - Portfolio or course proposal to show range and caliber of work
- Previous experience working with secondary students in an educational setting
- Experience with Project Based Learning and curriculum design
- Ability to convey and communicate scientific concepts, operations, skills and applications to a varied audience of adolescents (middle school and high school level, including chemistry, physics, life and physical science)
- Understanding of and appreciation for developmental needs of adolescents
- Understanding of, ability to work with, and model respect for individual learning styles, learning differences and rates of learning
- Strength in math at a pre-calculus or higher level is desirable
- Facility with technology
- Exposure to Montessori philosophy and education (unpaid, school will provide resources)
- Knowledgeable enough to perform procedures independently with limited supervision

KEY PERFORMANCE CHARACTERISTICS:

- Is punctual, prepared, and enthusiastic about subject matter knowledge

- Enjoys working with high school age students and is successful in doing so
- Implements philosophy of Montessori education or demonstrates a willingness to learn.
- Demonstrates positive and effective classroom management skills
- Is aware of and utilizes proper laboratory protocols and techniques to prevent injury to self and/or students
- Offers clear, constructive, respectful, and proactive communications, both written and verbal, with students, parents, supervisor, and other classroom teachers
- Demonstrates willingness to accept feedback and coaching while learning the school culture.
- Realizes and demonstrates through expectations and interactions that students are partners in their learning
- Is able to lead as well as stand aside
- Understands the teacher's role as a guide, rather than a "doer" for students
- Employs humor while maintaining appropriate levels of volume and response from students

WORKING CONDITIONS:

- Is required to deal with a wide range of student achievement and behavior
- Must remain flexible to meet students immediate needs
- Is required to handle multiple tasks simultaneously and prioritize
- May experience frequent interruptions
- May occasionally deal with distraught or difficult students or parents
- May occasionally be outside with students in all weather conditions

PHYSICAL DEMANDS:

- Is required to stand, walk, sit; use hands to handle or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- May occasionally lift and/or move up to 30 pounds.
- Demonstrates fine hand manipulation (keyboarding)
- Is capable of expressing, instructing children in, and exchanging ideas by means of the spoken English word and engage in and respond to activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly (emergency evacuations, etc.).
- Receives the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound
- Has visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned, to make general observations of facilities or structures, and to safely supervise students
- Is able to fully participate in activities

MENTAL and EMOTIONAL DEMANDS:

- Focuses on the children and their safety as the highest priority at all times
- Is able to tolerate noisy and busy children
- Communicates with colleagues and parents under stressful conditions
- Coordinates well with coworkers, verbally and nonverbally
- Displays a positive attitude.

OFFICE AND SOFTWARE SKILLS:

- Is proficient with E-mail, internet, Word, Excel and Outlook
- Is willing to learn and effectively use Canvas Instructure or current Course Management System

UPON HIRE:

If you are hired, you will need to complete an Employment Eligibility Form and submit documentation to Human Resources for review and verification to comply with the Federal Immigration Reform and Control Act. All offers of hire are contingent upon passing a nation-wide criminal history check, which requires employees to provide fingerprints.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

I have read this Job Description and I 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 _____