



# Hill-Murray School

The Catholic Benedictine Prep School, Grades 6-12

**Job Description:** Math Teacher – Middle and High School  
**Department:** Instructional  
**Accountable to:** Principal  
**FLSA:** Exempt  
**FTE:** .6  
**Close Date:** November 2018

**FTE and Benefits as indicated on Confirmation of Terms and Conditions of Employment.**

**Probation period is the first three (3) years of employment at Hill-Murray.**

**Primary Objective of the Position:** The classroom teacher is the most important position in our school community culture. You are directly responsible for the relevance of the curriculum, the craft of facilitating learning, and the academic support to deliver the assurance for each child entrusted to you in your classroom. Current position is for 6<sup>th</sup> grade Global Studies, 7<sup>th</sup> grade Colonial American History and 10<sup>th</sup> grade Honors World History.

**General Responsibilities of Catholic School Employment:** Employment in and by a Catholic school is substantially different from secular employment. Catholic school employees must conduct themselves in a manner that is consistent with and supportive of the mission and values of the school. An employee's behavior must not violate the faith, morals or laws of the Church or the Archdiocese, so as to embarrass the school or give rise to scandal. It is preferred that all employees be active, participating members of a faith community.

## **Responsibilities:**

1. Create and deliver effective individualized instruction to meet the course instructional goals. Design and deliver engaging learning opportunities that inspire learners of all styles and types appropriate for the subject and the developmental needs of students. This would include differentiation and modification of classroom instruction to meet the needs of all learners.
2. Create positive, caring relationships with students. Maintain appropriate and professional boundaries.
3. Utilize the classroom technology that is available to you as an effective instructional and learning tool.
4. Create and Maintain class pages in the learning management system (Final Site). Update with pertinent information related to course expectations, course curriculum and content, assignments, and class calendar, which includes due dates and test and quiz dates. Updates should occur weekly, at a minimum.
5. Participate with your department in the curriculum review process to assure that the content of the courses you teach are consistent with the vision of the

- school. Work cooperatively to make appropriate and relevant changes to both core and elective content areas.
6. Work to be a positive team member of your department through active engagement in your learning community as well as in the greater school community.
  7. Create a respectful, challenging and dynamic learning environment where all students have the opportunity to learn, utilizing effective strategies for classroom management and student accountability.
  8. Utilize formative and summative assessment of student learning. Provide specific, timely, and productive feedback to students and parents. Maintain accurate records of student achievement, attendance, and adherence with school policies.
  9. Provide clear, consistent, timely communication with parents regarding student academic progress using email, voicemail, and parent/teacher meetings. Update Infinite Campus weekly. Return any inquiry within 24 hours.
  10. Provide appropriate student supervision as assigned or needed for efficient and safe operation of the school, including school hallways, assigned supervision responsibilities, supervision at assemblies, liturgies, pep fests, etc., and other school settings. Professional responsibility includes attending the following: Mass, pep fests, prayer services, etc.
  11. Contribute to the faith community of the school by personal modeling and actively participating in the faith life of the school. Maintain a prayerful environment in your classroom during prayer, and in your assigned area during Mass and prayer services.
  12. Demonstrate punctual attendance and active participation for all classes, faculty meetings, department meetings, AdvancEd initiatives, teacher in-services, parent-teacher conferences, open houses, and other school events, as assigned. Work in a collegial manner to be an effective member of the community. Collaborate with colleagues, administration and other faculty members on curriculum development, student issues, school improvement committees, etc. as assigned. Maintain respectful and supportive relationships with all Hill-Murray faculty and staff members.
  13. Seek out and attend professional development opportunities regularly.
  14. Familiarize yourself with all aspects of the Faculty Handbook and the Student Handbook. Perform the duties and tasks outlined in these two documents in a consistent manner on a daily basis.
  15. Maintain appropriate and professional dress, based on the description in the faculty handbook.

16. Perform all other duties deemed necessary by the President, Principal or other Administrators to maintain the safe and efficient operation of the school. These duties include but are not limited to, Open Houses, Co-curricular Fairs, Registration Events, Student of the Month ceremonies, New Family Orientation, Spring Recognition Night, Middle School and High School Graduation Ceremonies.

**To Apply:**

- Please send cover letter and resume to Tracy Gist at [tgist@hill-murray.org](mailto:tgist@hill-murray.org)
- No phone calls.