



Contact: E. Quincy McLaughlin
Head of Upper School
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INSTRUCTOR IN MATH AND/OR COMPUTER SCIENCE, UPPER AND/OR MIDDLE SCHOOL

Department: Department of Math and Computer Science

FLSA: Exempt

Reports to: Department Chair and Division Heads

Schedule: Full time / academic year, schedule

Designation: Teaching Faculty

Travel: Rare

POSITION SUMMARY

The Mathematics and Computer Science Department has an opening for a highly-qualified and innovative math teacher who is deeply knowledgeable about mathematics and/or computer science. The primary responsibilities include providing appropriate learning environments for students in grades 6 – 12 as they work through the mathematics and computer science curriculum. Greenhills math and computer science teachers believe in a standards-based, integrated, problem driven approach to teaching and learning math; use appropriate technology (including Desmos, calculators, Geometer's Sketchpad, statistical software and web-based technologies); and collaborate within the department and with other disciplines to provide real-world experience with problem solving in addition to rigorous experience with the skills necessary for success in mathematics at the college level. Teachers are expected to be competent with all of the strands of the Mathematics and Computer Science curriculum, including Statistics, the mathematics of Finance, and the basics of coding.

Experience with Computer Science, programming, and Engineering will be particularly useful.

DUTIES AND RESPONSIBILITIES

- Prepare and deliver lessons appropriate to the subject and developmental needs of students
- Monitor and report student progress
- Participate in the fulfillment of department responsibilities
- Maintain appropriate communications with colleagues, administrators, students and families
- Maintain curricular records using the Curriculum Map
- Collaborate with colleagues and support the inclusion of STEM projects and pedagogy in the delivery of content



- Continue to develop professionally both within the disciplines of Mathematics and Computer Science and as a professional educator

SKILLS AND EXPERIENCE REQUIRED

- B.A. in Mathematics, or a related field required; master's degree in a relevant field is preferred.
- Several years of teaching experience, ideally at the middle and/or secondary level, is preferred.
- The ideal candidate can teach both mathematics and computer science, and has experience or interest in robotics and engineering.

PHYSICAL REQUIREMENTS TO PERFORM THE ESSENTIAL FUNCTIONS

- Work is conducted primarily in an office environment / outside environment
- Operates machinery used in typical school-based engineering or robotics projects
- May require extended time outside of school for competitions or projects
- Greenhills School property is a tobacco-free environment.

HOW TO APPLY

Candidates should send a cover letter, resume, contact information for three professional references, and a completed Greenhills application form to: E. Quincy McLaughlin, Head of Upper School, and Ruth Miller, Math and Computer Science Department Chair via email at qmclaughlin@greenhillsschool.org and rmiller@greenhillsschool.org. No phone inquiries please.

Application Deadline: We will continue reviewing applications until the position is filled.

ADDITIONAL INFORMATION

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This position description is subject to change at any time.

Greenhills School is an Equal Opportunity Employer. Greenhills School does not unlawfully discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, genetic information, disability, or national or ancestral origin in the administration of its educational policies, scholarship and loan programs, athletic and other School-administered programs, or in the administration of its hiring and employment practices.