



Girls Preparatory School

CHAIR OF THE STEM DEPARTMENT

Chattanooga, TN



START DATE: August 1, 2024

About Girls Preparatory School: The mission of Girls Preparatory School (GPS) is to inspire each girl to lead a life of integrity and purpose by engaging her mind, cultivating her strengths, and nurturing her self-confidence and respect for others. Currently, 130 faculty and staff serve over 510 girls in grades 6-12 with a college preparatory curriculum that includes a full complement of courses in the humanities, STEM, the arts, and more, as well as a rich and varied cocurricular program.

GPS prioritizes healthy connections and relationships, fostering a culture where each girl is known, heard, and empowered to use her voice. This culture of acceptance and belonging nurtures and lifts her up in mind, body, and spirit so that she can find her place and discover her potential with confidence and joy for dynamic engagement in a rapidly changing world.

Faculty support each student in a learner-centered and collaborative culture that is aligned with our mission, vision, and values. Furthermore, faculty and staff are expected to understand and embody our tenets of excellence.

TEACHING POSITION SUMMARY:

Reporting to the Division Heads, the **STEM department chair** will teach three sections of middle or upper school classes in a STEM discipline (math, science, or computer science and engineering, depending on the candidate's area of expertise), as well as supervise, support, and evaluate department members. The chair will work with members to create a cohesive learner-centered program that blends content and skills with connection and meaning. The chair will guide department members on best practices in their fields, support continual growth, and promote professional development opportunities for faculty. As a member and leader of the STEM Department, the ideal candidate will possess an openness to embracing our evolving, cross-curricular departmental visions and ideas.

LEADERSHIP DUTIES AND RESPONSIBILITIES:

- Model and foster learner-centered practices that are personalized, authentic, competency-based, and equitable and inclusive.
- Collaborate with other leaders on the Academic Leadership Team to advance the academic program at GPS.
- Supervise STEM department personnel.
- Enthusiastically advance institutional goals through leadership.
- In conjunction with Division Heads, evaluate personnel within their department, identifying strengths and areas of opportunity, supporting growth, and suggesting ways to hone their learner-centered crafts.
- Work in tandem with the STEM Department Coordinator to meet departmental needs and advance toward departmental goals.
- Support the growth and development of department faculty through goal setting, classroom walkthroughs and observations, continuous dialogue around professional growth and development with faculty and staff members, and end-of-year reflections on professional goals and tenets of faculty and staff excellence.
- Pursue professional development opportunities.
- Lead instructional rounds with Dean of Teaching and Learning.
- Assist Division Heads with recruitment and selection of incoming faculty.
- Conduct regular department meetings focused on pursuing departmental goals, facilitating collaboration and relationships, and communicating information that impacts department members and students.

TEACHING DUTIES AND RESPONSIBILITIES:

- Teach three sections of middle or upper school classes in a STEM discipline (math, science, or computer science and engineering, depending on the candidate's area of expertise).
- Maintain a classroom environment that supports academic and personal growth.
- Plan, develop, and execute lessons that reflect our broader curriculum and adapt to the needs of students as they progress.
- Establish effective rapport with students within a supportive and equitable classroom culture.
- Implement a variety of learner-centered approaches to instruction and assessment.
- Evaluate and communicate student progress.

- Demonstrate knowledge of best practices in differentiated instruction.
- Collaborate with learning support specialists in order to meet the needs of students with learning differences.
- Serve as an advisor to a group of 10-12 students.
- Contribute to school life by sponsoring a club, offering an after-school activity, coaching, or some other method based on faculty interest.
- Attend and participate in departmental and conference meetings, committing to professional development and the professional life of the faculty.
- Use outstanding and varied written and verbal communication skills to partner with students, families, and colleagues.

QUALIFICATIONS:

- Bachelor's degree in a STEM-related field required.
- Master's and/or doctoral degree in a relevant discipline preferred.
- Five to 10 years of teaching experience in a STEM discipline at the middle/high school preferred.
- Girls Preparatory School is committed to employing only individuals who are legally authorized to work in the United States.



HOW TO APPLY:

Girls Preparatory School has engaged Dovetailed to lead this search. Interested candidates should email a cover letter (addressed to Director of College Counseling Andrew Reich), a resume, and a list of at least three professional references consolidated as a single PDF document to Alison Moore, Senior Recruiter at alison@dovetailedsourcing.com. Please do not contact the school directly.

It is the School's policy to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, genetic information, veteran status, or disability or any other characteristic protected under federal, state, or local anti-discrimination laws. It is the intent and resolve of the School to comply with the letter and the spirit of the law in the implementation of all facets of equal opportunity. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment.

All employees are responsible for complying with the School's equal employment opportunity policy

