



The Bement School

UPPER SCHOOL MATH TEACHER (GRADES 6-9)

Deerfield, Massachusetts



START DATE: July 1, 2024

The Bement School is a kindergarten through ninth grade independent day and junior boarding school located in Deerfield, Massachusetts.

POSITION DESCRIPTION:

The Math Teacher is responsible for developing and implementing curriculum, teaching and supervising children in groups and individually, and helping children grow intellectually, socially, and mentally. The teacher communicates regularly with parents on their child's progress. This position will include teaching 3-4 sections of middle school math and coaching two seasons or supervising another equivalent extracurricular activity.

PRIMARY RESPONSIBILITIES:

- Plan, prepare, and deliver lesson plans and instructional materials to facilitate active learning.
- Develop lesson plans and assessments that follow established school procedures.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support and differentiate instruction.
- Manage student behavior in the classroom by establishing and enforcing rules and procedures. Maintain discipline per the rules and disciplinary systems of Bement.
- Provide students with appropriate and timely feedback on their work.
- Maintain accurate and complete records of student progress and development.
- Participate in department, school, and parent meetings.
- Communicate necessary information regularly to students, colleagues, and parents regarding student progress and student needs.
- Develop and enrich professional skills and knowledge by attending seminars, etc.

POSITION REQUIREMENTS:

- **Experience**
 - Prior teaching experience (3-5 years) is preferred, but those early in their teaching career are encouraged to apply.
- **Education**
 - Minimum B.A./B.S degree from an accredited institution.

DESIRED QUALIFICATIONS:

- Comfort teaching math topics ranging from Pre-Algebra to Algebra II.
- Strong content knowledge

SKILLS & KNOWLEDGE:

- Thorough knowledge of teaching best practices and legal education guidelines.
- An understanding of the developmental needs of primary and middle-level students.
- Proficient at using technology, including the Google Suite of applications. Ability to integrate technology into the students' learning experience.
- Excellent written and verbal communication skills with demonstrated attention to detail.
- Must be able to work independently on multiple projects simultaneously and work well under time constraints.

ADDITIONAL REQUIREMENTS:

- All faculty and staff must occasionally perform different duties during special events.
- Strong interpersonal skills with the ability to develop and maintain collegial relationships.
- Demonstrated commitment to diversity and inclusivity and to serving the needs of a diverse and inclusive community with diplomacy and tact.
- Positive attitude with a proven ability to maintain confidentiality.
- A valid driver's license.
- Coaching, advising, and other assignments pertinent to the school community.



WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

- The work environment characteristics described here represent those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Duties are performed in a standard classroom setting utilizing standard equipment, including a computer. The environment may be stressful and hectic, with frequent interruptions, multiple distractions, and changing priorities. Must have the ability to reason and make judgments.
- *The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position. This job description reflects the administration's assignment of essential functions, and nothing herein restricts the administration's right to assign or reassign duties and responsibilities to this job at any time.*

HOW TO APPLY:

The Bement School has engaged Dovetailed to lead this search. Interested candidates should email a cover letter (addressed to Director of Finance and Operations Michelle LaMarre), a resume, and a list of at least three professional references consolidated as a single PDF document to Madison Sunley, Recruiter, at madison@dovetailedsourcing.com. Please do not contact the school directly.

Bement is an Equal Opportunity Employer, and candidates who represent diversity for the school are strongly encouraged to apply

