



INCARNATE WORD ACADEMY

A Catholic College Preparatory for Young Women, Est. in 1873

Title: Part-Time Math Teacher (Pre-Calculus, Honors Pre-Calculus)
Supervisor: Principal
FLSA: Exempt

The position includes duties as classroom teacher, math curriculum owner, and active contributor to the overall growth of students and the school. Will perform all other day-to-day duties as a full time faculty member at Incarnate Word Academy.

MISSION, VALUES AND SENSE OF COMMUNITY

- Ensures that the mission and values of the Academy are upheld within the department.
- Gives witness to integrity and respect while representing Incarnate Word Academy in the broader community.
- Engages and becomes part of the Incarnate Word Academy community.
- Serves all IWA families with compassion and respect.

ESSENTIAL RESPONSIBILITIES

- Is passionate about teaching math skills to young women.
- Lives the Incarnate Word Academy leadership identity and principles as a role model to students.
- Supports and implements the philosophy of Catholic education.
- Participates in building faith community.
- Serves as a content expert and seeks out opportunities to expand his or her knowledge.
- Thrives on a collaborative team which promotes daily brainstorming and creative thinking.
- Exhibits a growth mindset and continually improve the way he or she operates.
- Masters diverse teaching styles and thoughtfully selects the appropriate teaching style for the material and students.
- Often works as a co-learner in the classroom, allowing for student-led questioning and discussion and student-developed assignments.
- Assigns homework intentionally, sometimes asking students to recall or apply information but often asking them to analyze, evaluate or create.
- Embraces classroom technology and uses it as a tool for learning (Microsoft products, iPad apps, Google apps and classroom functionality such as SmartBoards).
- Provides principal with weekly lesson plans that align curriculum, instruction and assessment, and integrates technology into the curriculum.
- Uses instructional time efficiently and effectively.
- Evaluates student progress effectively, keeping records and reports required by the school.
- Constantly challenges course lesson plans to align with best practices and updated knowledge.
- Builds appropriate and professional mentorship relationships with students.
- Values student and teacher wellness.
- Follow directives of the principal and regulations as set forth in the school employee handbook.

SUPERVISION

- Receives immediate supervision from Math Department Chair school wide organizational support from Academic Dean and School Principal.

FUNCTION STATEMENT

Essential and important responsibilities and duties may include but are not limited to the following:

1. Teach 3-4 sections of math per day (includes: Pre-Calculus & Honors Pre-Calculus) in an all-girls Catholic environment.
2. Actively access professional development materials and evolve / improve curriculum.
3. Excitedly take on responsibilities above and beyond typical classroom duties.
4. Normal duties required of all faculty members as outlined in employment contract.