



**Job Title:** Faculty – Mathematics Teacher  
**Department:** Mathematics  
**Status:** Salaried-Exempt, Full-time, Benefited  
**Reports to:** Assistant Head of Schools

## **SUMMARY**

The Webb Schools is searching for a full-time mathematics teacher for the 2017-2018 school year. The ideal candidate will have a strong background in teaching a broad range of high school mathematics courses and a willingness to collaborate with other faculty on a problem-based, integrated mathematics approach. Each full-time faculty member at The Webb Schools is required to teach, coach and/or provide supervision in the Afternoon Program, serve as an advisor, and perform regular duty in support of the residential program. In addition, faculty members are expected to contribute positively and productively to a campus community that promotes the development of honor, leadership, and character.

## **RELATIONSHIPS**

Faculty members report to the department chair in their discipline for teaching-related matters, to the dean of students for residential issues, and to the director of athletics for coaching responsibilities. Each faculty member ultimately reports to the assistant head of schools.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Specific responsibilities include, but are not limited to:

- Teach four classes, including all elements of instructional planning, implementation, and assessment.
- Serve as advisor for a group of 6-9 students, providing guidance in academic, extracurricular, social, and personal areas and serve as the school's key liaison to parents.
- Dormitory duty, one day per week.
- Weekend Duty, approximately seven weekends per year.
- Lead or assist with an afternoon activity or sport in two of three seasons.
- Attend all faculty meetings, department meetings, and other meetings as required.
- Attend all school functions: chapels, assemblies, class meetings, as well as special events.
- Complete academic reports, advisor letters, and other forms of academic communication in a timely, professional manner.
- Promote the development of honor, character, and leadership in all dealings with students, including enforcing school rules.
- Pursue opportunities for professional growth on an annual basis.
- Other duties as assigned.

## **PROFESSIONAL QUALITIES OF WEBB FACULTY & STAFF**

- Contributes to the delivery of the mission, vision, and values of the school community.
- Follows community policies and procedures and models positive behavior.

- Works effectively as a team member and develops professional and productive relationships with colleagues.
- Understands boundaries and embraces responsibility for the care of students *in loco parentis*.
- Promotes a trust-based community by keeping appropriate confidences.
- Manages time effectively and meets deadlines and commitments.
- Communicates and responds to all school communications in a timely manner.
- Demonstrates flexibility and adaptability to change as needed.

### **SUPERVISORY RESPONSIBILITY**

Faculty positions have no supervisory responsibilities.

### **EDUCATION AND EXPERIENCE**

The optimal candidate will have 3+ years teaching experience, the ability to handle a broad range of high school mathematics courses, with a strong background in calculus, and a minimum education of a bachelor's degree (a master's degree or higher is preferred).

### **REQUIREMENTS**

A current California driver license will be required. A criminal background check is required and must be successfully completed before employment can begin.

### **OTHER SKILLS**

Faculty members must be:

- Able to communicate effectively with students, parents, faculty, staff, and administrators.
- Knowledgeable practitioners of their academic discipline.
- Technologically literate and able to guide and direct students' use of technology.

### **PHYSICAL REQUIREMENTS**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. As prescribed by law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is for the 2017-2018 academic year.

Interested candidates should send their cover letter and résumé to:

Tracy Miller, Dean of Faculty  
1175 W. Baseline Road  
Claremont, CA 91711  
[careers@webb.org](mailto:careers@webb.org)  
Fax: (909) 482-5272  
[www.webb.org](http://www.webb.org)

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