



BROOKS SCHOOL POSITION DESCRIPTION

Position Title:	Chair of Mathematics Department
Classification:	Faculty
Position Type:	Full time
Benefits Eligible:	Yes
Reports to:	Associate Head for Academic Affairs
Start Date:	July 2023

SUMMARY DESCRIPTION:

Brooks School seeks a dynamic Chair of the Mathematics Department to begin July 2023. The ideal candidate will have the ability and willingness to teach in all levels of the math program. This full-time faculty position will include teaching three sections and contributing to the campus community by coaching or the equivalent, supporting the residential life program, and being an advisor (in the second year of employment). Brooks School's ongoing commitment to becoming an anti-racist institution necessitates a focus on culturally responsive education and the integration of critical consciousness in the curriculum. Furthermore, in an effort to imbue meaning and increase equity in the evaluation of student growth, the department chair will collaborate with faculty on the integration of schoolwide competencies and departmental sub skills into the curriculum.

ESSENTIAL FUNCTIONS AND KEY OBJECTIVES:

The successful candidate will:

- demonstrate effective communication skills - written and verbal;
- have the ability to connect and build relationships with a diverse group of students and adults;
- possess a growth mindset in considering current pedagogical best practices and an understanding of adolescent development;
- use technology as a vehicle to enhance instruction and student learning;
- apply engaging and innovative student-centered teaching practices that adjusts to meet varying student needs;

- implement best learning practices and keep updated with developments in subject area, teaching resources and methods by engaging in conferences and other professional growth opportunities;
- work collaboratively with the members of the department to develop courses that are consistent and coordinated across the four-year mathematics curriculum;
- commit to school-wide initiatives, campus involvement, and the lives of our students outside of the classroom;
- possess a sense of humor with patience and empathy for adolescents;
- communicate necessary information regularly to students, colleagues, and parents regarding student progress and achievement; and
- work independently with a strong work ethic.

Responsibilities include, but are not limited to:

- representing the Mathematics Department in Academic Team Meetings;
- responding to parent/guardian concerns;
- leading meetings and moving departmental vision forward;
- providing teacher evaluation, feedback and support in coordination with academic team;
- encouraging professional development opportunities and informing team of best practices on an ongoing basis;
- teaching three sections of math, which may include introductory and advanced Math classes;
- advising students (in second year of employment);
- serving as dorm parent with related duties; and
- coaching or the equivalent of one season in the afternoon program.

COMPETENCIES:

The role welcomes innovative teaching practices that balance the development of procedural skills, conceptual understanding of mathematical ideas, appropriate use of technology, and opportunities for critical thinking and problem solving. Knowledge of relevant technology is also important as a way to improve instruction and student achievement. Ability to work collaboratively with colleagues within the department is also a must.

EDUCATION:

- Bachelor's degree required; Master's degree preferred
- 5+ years teaching preferred
- Experience with or interest in problem-based learning pedagogy is helpful but not required
- Commitment to working in and fostering an inclusive community

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an 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 normally performed in an indoor environment. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

- Occasional lifting, bending and climbing stairs

- Frequent talking, listening, walking, sitting and standing
- Ability to perform multiple concurrent tasks and functions in a fast-paced working environment

TRAVEL:

This role does not require travel but travel for professional development is encouraged.

APPLICATION AND POSITION INFORMATION:

Brooks School believes that realizing a mission aimed at providing the most meaningful educational experience its students will have in their lives requires intentional work to build and foster diversity, equity, and inclusion for all members of our predominantly residential school. As such, we seek a diverse candidate pool that includes those who are traditionally underrepresented and less familiar with boarding school life.

All interested candidates should submit the following materials by email with attachments to: Nina Hanlon, Assistant Head of School, nhanlon@brooksschool.org with the subject line: Math Department Chair Application. Please attach:

- a cover letter expressing why you are interested in Brooks and this opportunity;
- a current resume; and
- three professional references and their contact information

EEO STATEMENT: Brooks School does not discriminate on the basis of race, gender, color, sexual orientation, disability or religion in the administration of its educational policies, admission policies, employment policies, financial aid and loan programs, athletic programs and other school administered programs and activities.

The school will make any offer of employment contingent upon a candidate being authorized to work in the United States, and successfully completing criminal offender record (CORI) and sexual offender record (SORI) background checks.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor or appropriate administrator. Brooks School reserves the right to update, revise or change this job description and related duties at any time.