



## FACULTY JOB DESCRIPTION

**Position/Title:** Middle School Science Teacher (Long Term Substitute)  
**Appointment:** November – December 2017  
**Reports To:** Director of the Middle School

Laurel School seeks talented faculty who will put our students first and strive to make a difference in their lives. We seek to attract culturally and academically diverse faculty who thrive on being engaged participants in our community. The most successful candidates see opportunities before problems, can laugh at themselves and succeed in a fast paced, forward-thinking educational environment. We are particularly interested in attracting teachers who have lived internationally, who have experience in residential settings, who view themselves as entrepreneurial, flexible, curious and creative. Laurel lives the mission: to inspire each girl to fulfill her promise and to better the world. We continually challenge our community to dream, dare, and do.

### **Position Opening:**

Laurel School seeks a Science teacher for Middle School courses. Primary responsibilities include teaching three sections of eighth grade physical science and one section of seventh grade earth science. The position entails the design, detailed planning and instruction of engaging and student-centered curricula. All middle school teachers demonstrate a commitment to diversity and to the education of girls. In addition, they must be committed to participating in interdisciplinary experiences outside of the traditional classroom (in the City of Cleveland or at the Butler Campus) alongside other members of the grade-level team.

### **Duties and responsibilities include:**

- Preparation and implementation of daily lessons
- Assignment and timely evaluation of all relevant class work
- Design and implementation of appropriate, authentic assessments in each core curricular area
- Comprehensive, on-going documentation of student progress
- Preparation of regular, detailed rubrics on student progress
- Assessment and support of individual student learning styles
- Collaboration with other members of the faculty and staff
- Attendance at faculty meetings, parent conferences, and admission events
- Effective and timely communication in person, through email and through voice mail with varied school constituencies
- Supervision and/or participation in non-academic activities, i.e. lunch, recess, and afternoon dismissal
- Membership on a grade level team, including attending weekly meetings to collaborate on the academic program
- Meeting with parents to discuss student progress
- Assessing all students and reporting regularly in detail, both in checklist and narrative form
- Completion of other duties as assigned.

### **Required Qualifications:**

The successful candidate will hold a bachelor's or graduate degree with majors and/or extensive coursework in science and education, and interest or teaching experience at the middle school level. S/he possesses a positive attitude, excellent written and verbal skills, strong organizational skills, and proven success within a work setting that requires

collaboration, cooperation, and collegiality. The candidate must possess or acquire and maintain a State of Ohio issued teaching certificate, non-tax certificate or substitute license.

**Salary:**

Laurel offers competitive compensation and a comprehensive benefits package.

**To Apply:**

Interested candidates are encouraged to review Laurel's curricular philosophy at [www.laurelschool.org](http://www.laurelschool.org). To apply for the position, please send the following to the address below:

- Cover letter reflecting why Laurel may be the best community for you and/or information on how you could further the goal of a culturally or academically diverse environment
- Current resume
- Completed application (see website)

**No Phone Inquiries Please**

Middle School Science Teacher LTS  
Attn: HR, Miriah Seckel  
Laurel School  
One Lyman Circle  
Shaker Heights, OH 44122

Please see [www.laurelschool.org](http://www.laurelschool.org) for further information and a job application.

*Laurel School is dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race; color; religion; sex; national origin; handicap or disability; sexual orientation; or status as a veteran, Vietnam era, or special disabled veteran.*

**Work Environment:**

Laurel School is a dynamic, forward-thinking, K-12 girls' school, with a co-ed pre-primary division where every child is well known.

*Laurel teachers are committed to:*

- the study of research on girls' education
- integrating this knowledge into classroom practice
- working with each girl to fulfill her promise
- flexibility and openness to new ideas
- the academic and social development of girls
- involving parents as partners in the educational process
- the creation of a classroom community
- the integration of community-based learning projects at the classroom level and as a part of the whole school community
- equity and inclusion
- multicultural education
- outdoor education and sustainability

Laurel enjoys an outstanding local and national reputation and is home to the Laurel Center for Research on Girls. In a highly competitive school landscape, Laurel is fortunate to be a school of choice in Cleveland. Our emphasis on the whole child and our legacy of excellence in the teaching of girls set us apart. Located in Shaker Heights, OH (15 minutes from downtown Cleveland) with an additional rural campus 17 minutes away, the school has an urban/rural advantage. The work environment is noted for being family-friendly and flexible. The feeling in the school is joyous, collaborative, and innovative. Our curricular philosophy emphasizes community-based, interdisciplinary and experiential learning. Collaboration and reflective practice are key to pedagogy at Laurel. The school is fully committed to a culturally diverse faculty and student body.