

# THE HARVEY SCHOOL

## Upper School Science Teacher Job Description

### Position Description

Teach five courses in the Science Department in grades 9-12, with a focus on Biology, and supervise two after-school activities. Perform the role of student advisor for a group of students and assume other duties as assigned by the Head of Upper School.

### Primary Responsibilities

- Ensure the safety and well-being of all students in the school.
- Develop course curricula aligned to learning standards, create lesson plans with defined learning objectives, teach classes, and provide support to students in and out of class .
- Maintain current and detailed documentation for all students, including information related to grading, behavior, attendance, etc.
- Communicate proactively with Department Chairs, Head of Upper School, Assistant Head, Dean of Academics, colleagues, and parents as necessary concerning student engagement and performance.
- Advise an assigned roster of students, guiding them on academic, extracurricular, and social issues relating to their school experience. Keep appropriate school personnel informed of any issues that arise which are beyond the scope of your responsibilities as a student advisor.
- Maintain active communications with students' parents/guardians.
- Supervise after-school activities while ensuring student safety at all times, giving direction appropriate to the activity, and modeling good behavior and citizenship.

### Secondary Responsibilities

- Research current trends in Science content and instructional methods appropriate to teaching Science to different learning styles. Share research findings with department colleagues and, if appropriate, with other teachers in the school.
- With the involvement of your supervisor/manager, create a personal development plan that will enhance your professional performance. This may include identifying professional development activities and opportunities that will sharpen teaching skills and broaden your knowledge base to advance the educational objectives of the school.

### Minimum Qualifications

- Bachelor's degree in science or science education. Master's degree in education-related field preferred.
- At least four years of experience as a classroom teacher. Independent school experience preferred; international school experience a plus.
- Ability to collaborate with faculty, staff, admin, and parents.
- Ability to communicate clearly and effectively, verbally and in writing.
- Strong organizational skills, attention to detail, and follow-through.
- Positive attitude, flexible approach, and a sense of humor.

**To apply for this position:** Please send a single PDF file that includes a cover letter, resume, and three references to [employment@harveyschool.org](mailto:employment@harveyschool.org). Please include the position title in the subject line.