



## **Upper School Science Teacher (Biology)**

### **POSITION SUMMARY**

The Upper School biology teacher has full responsibility for teaching courses in biology (including advanced classes and electives). The ideal candidate will also be able to teach in an additional area, whether physics or chemistry.

### **ESSENTIAL DUTIES**

- Teach biology, including advanced classes and electives, and other subjects as assigned.
- Design a developmentally appropriate curriculum and plan for a well-articulated plan of teaching and assessing.
- Support students in independent scientific research.
- Maintain an engaged classroom environment to support student learning.
- Sustain frequent contact with students and parents about student performance and behavior.
- Participate in parent teacher conferences as necessary.
- Write individualized advisee conference notes and student reports for each student at required periods during the year.
- Serve as an advisor and complete all activities and assignments related to this role.
- Pursue professional development opportunities.
- Be willing to help plan and chaperone weeklong Winterim experiences.
- Serve on Exhibition Committees, Upper School Committees and school-wide committees as necessary.
- Attend and support after-school activities and programs (e.g. concerts, theater and class programs).
- Support the School's Episcopal identity and practices.
- Support the School's commitment to diversity and multicultural education.
- Work collaboratively with colleagues in the Upper School and across divisions.
- Serve as an active member of the cross-divisional Science Department.
- Complete required H.R. trainings each year (CPR, first aid, mandatory reporting, handling of hazardous materials, etc.)

### **SUPERVISORY RESPONSIBILITIES**

Supervise students in the classroom, on the grounds, and on field trips or related experiences outside of class.

### **INTERPERSONAL CONTACTS**

- Must have strong interpersonal communication skills to use in working with students, parents, and colleagues. Heathwood teachers must care deeply for young people, be adept at interacting with parents, and contribute to a warm and supportive faculty.
- Must maintain appropriate daily contact with administrators, colleagues, and other staff.

### **SPECIFIC JOB SKILLS**

- Enjoyment of working with teenagers and a thorough understanding of the specific developmental needs of high school students.
- Energy, empathy, flexibility, and collaboration.
- Good organizational and communication skills.
- Ability to use a variety of assessment techniques and to demonstrate strong instructional and classroom-management skills.
- Experience with Learning Management Systems, the Google Suite of tools, and a variety of technological resources that can be used to support teaching whether in-person or remote.
- Understanding of pedagogy and experiential learning practices.
- Ability to lift 50lbs.

### **EDUCATION AND/OR EXPERIENCE**

- Bachelor's degree required; master's degree preferred.
- Teaching experience required; experience in secondary education preferred.

### **WORKING CONDITIONS**

Primarily indoor classroom teaching with occasional field trips. Some evening and weekend commitments. The Upper School science program is housed in the Robinson Center for Science and Math. The teacher will be housed in a lab classroom to facilitate the frequent use of experimentation as a critical component of the science curriculum.

### **A FINAL NOTE**

Heathwood Hall Episcopal School believes that each employee makes a significant contribution to its success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

To apply for this position, please submit resume, list of references, a statement of educational philosophy and a cover letter to:

Heathwood Hall Episcopal School  
Dr. George Scouten  
Upper School Head & Asst. Head of School  
FAX 803-748-4755  
Email: [gscouten@heathwood.org](mailto:gscouten@heathwood.org)

***No phone calls please.***

Review of resumes will begin immediately and continue until the position is filled. Heathwood Hall Episcopal School is an equal opportunity employer and hires without discrimination on the basis of race, color, religion, national origin, sex/gender, age or disability. Heathwood Hall Episcopal School participates in E-Verify, as mandated by South Carolina law. This position will require a Criminal Background Check.