



SAINT EDMOND'S ACADEMY

JOB DESCRIPTION

MATHEMATICS TEACHER

DEPARTMENT: Faculty

SUPERVISOR: Principal

REVISED: June 2025

OVERVIEW: Saint Edmond's Academy, an all-boys Catholic, independent school seeks a creative and committed Mathematics teacher. Responsible for teaching students Mathematics the upper form (grades 5-8) teacher will join a caring, highly qualified, and dedicated faculty whose mission is to develop boys of character in a community of faith by educating both the heart and the mind of their students.

ESSENTIAL RESPONSIBILITIES:

1. Support the mission of Saint Edmond's Academy, fostering the Catholic and Holy Cross identity of the school community.
2. Serve as a member of the Upper Form Faculty (Grades 5-8).
3. Teach math sections in grades 6-8.
4. Create a positive, nurturing classroom community.
5. Design and implement a Math curriculum that develops students' computational ability and conceptual skills as they pertain to the content area.
6. Develop and implement an age-appropriate curriculum that promotes student inquiry, active learning, cross-curricular opportunities, and authenticity through the content area.
7. Facilitate curriculum planning and mapping process for Grades 5-8 Math.
8. Provide differentiated instruction to support all learners.
9. Maintain up-to-date grade books and lesson plans.
10. Collaborate with the Director of Admissions and Marketing to promote the school.
11. Attend Saint Edmond's Academy's Open House and other school-wide events.
12. Maintain clear and consistent communication with families to provide progress updates.
13. Participate in school sponsored professional learning throughout the year.
14. Collaborate with colleagues, administrators and the school community.
15. Foster an atmosphere of respect, care, and community among the students.
16. Demonstrate a passion for elementary education and lifelong learning.
17. Assumes other duties as delegated by the Head of School and Principal.

MINIMUM REQUIREMENTS:

- Bachelor's Degree in Education, the content area, or related field.
- Strong understanding of and passion for best educational practices.
- Ability to express ideas clearly in both written and oral communications.
- Ability to independently plan and organize one's own activities.