



Roycemore School Upper School Chemistry/ Biology Teacher

Roycemore School seeks an Upper School Chemistry/ Biology teacher for the 2019-2020 school year. Now in its 103rd year, Roycemore is a highly regarded, co-educational independent school for students from 3 years old through 12th grade. Located in Evanston, Illinois, on the north side of Chicago, Roycemore enjoys a long-standing relationship with Northwestern University including the Northwestern option, where high school students can choose to take college courses at the University as dual-enrolled students for no additional charge.

Roycemore's mission is to inspire and nurture excellence and prepare each student for success in higher education and in a dynamic and complex world.

Essential Functions

- Prepares course materials such as syllabi, homework assignments, and handouts
- Maintains student attendance records, grades, and other required records
- Evaluates and grades students' class work, assignments, and papers
- Creates and teaches year-long advanced Chemistry & Biology curriculum, including AP Biology and AP Chemistry
- Teaches another subject in the science department and/or offers an advanced science/interdisciplinary elective
- Compiles, administers, and grades examinations
- Plans, evaluates, and revises curricula, course content and course materials and methods of instruction
- Uses effective class management techniques to ensure effective learning
- Sponsors a student club and/or coaches an athletic team
- Serves as an adviser to approximately 10 students, guiding them in academic, extracurricular, social and personal development and acting as primary liaison to parents/ guardians
- Responsible for maintenance of chemical stockroom inventory, including, but not limited to maintenance of appropriate storage protocol as outlined by Flinn, EPA, and OSHA
- Maintain integrity of glassware, including routine cleaning and inspection for issues
- Maintain lab equipment, including treatment of countertops, and calibration of other lab machines
- Responsible for periodic inspection and maintenance of goggles and protective eyewear, including manual cleaning of splash goggles
- Maintains expertise in subject matter through professional development
- Performs other duties as assigned by the Upper School Head

Qualifications

- Bachelor's degree in subject area required; Master's or Doctoral degree preferred
- A minimum of three years teaching experience at the high school level, preferably in an independent school environment

- Excellence in classroom management techniques
- Enthusiasm for professional development
- Ability to maintain confidentiality
- Ability to interface and communicate effectively with students, parents and other staff members
- Working knowledge of Windows and/or Macintosh operating systems
- Experience with G-Suite (Google Apps) for Education (preferred)
- Strong passion for teaching & commitment to student learning & development
- Committed to curriculum design and growth
- Enthusiasm for embracing the independent school model of mentoring, advising and supporting students outside the classroom
- Embraces authentic assessment, innovative pedagogies, and project-based learning
- Comfortable using online texts, iPads, Learning Management System, and computer systems
- Able to use basic office equipment

Policy of non-discrimination:

Roycemore School does not discriminate on the basis of age, sex, race, color, sexual orientation, national origin, religion, ancestry, order of protection status, marital status, physical or mental disability, military status, pregnancy, unfavorable discharge from military service, or any other legally protected category in connection with its activities as an employer. Roycemore also subscribes to the Independent Schools Association of the Central States (“ISACS”) and the National Association of Independent Schools’ (“NAIS”) principles of good practice regarding admission of students and employment of personnel.

To Apply:

Interested candidates should submit a cover letter expressing interest in the position and articulating their philosophy of education, resume, and three to five references to afinleyodell@roycemoreschool.org For best consideration, submit application no later than April 12, 2019.