



INSTITUTE *of* NOTRE DAME

JOB POSTING

ORGANIZATION:	Institute of Notre Dame (IND) 901 Aisquith Street Baltimore, Maryland 21202
POSTED:	January 3, 2019
DEADLINE:	Until filled
POSITION:	Upper School Chemistry Teacher
TYPE OF POSITION:	Long-Term Substitute
STARTING DATE:	April 1, 2019 – June 14, 2019

DESCRIPTION

The Institute of Notre Dame (IND), located in the heart of Baltimore, offers a unique educational experience for high school girls. Founded by the School Sisters of Notre Dame (SSND), our students are independent young women of strength, compassion, and character. IND opened its doors 171 years ago. We share the SSND message of hope, faith, and education for all. The urban experience develops our students' inner strengths, increases their depth of character, and prepares them for the "real-world." Strong and meaningful traditions connect our girls to the 11,500 alumnae who came before them. Our unique location in a vibrant, creative city affords our girls many opportunities to learn, work, and volunteer all over Baltimore and beyond. IND is first in Maryland to offer all three programs developed by Project Lead the Way®, the nation's top provider of STEM curriculum—Biomedical Sciences, Engineering and Computer Science. New courses, a new dance studio, arts scholarships and upgrades to our historic auditorium enhance our already popular Visual & Performing Arts Program. With more than 40 clubs and activities as well as 19 sports teams, our girls have many opportunities to pursue interests outside the classroom.

SPECIFICATIONS

The IND Science Department is seeking a dynamic, student centered teacher for a long-term substitute position teaching multiple levels of high school chemistry. Must be able to teach AP Chemistry.

ESSENTIAL RESPONSIBILITIES

- Responsible for a total of 5 science class sections divided between college preparatory chemistry, honors chemistry and AP chemistry.
- Serve as an advisor for 10+ students.
- Complete grades and progress reports regularly. Communicate with families about student progress.
- Collaborate with other teachers in the department, school administrators and other educators across departments and grade levels.
- Serve the school community beyond the classroom by leading.
- Attend Department Meetings, Faculty Meetings and Professional Development activities.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION

- Bachelor of Science in chemistry or related fields
- Secondary Science Teaching experience and Certification preferred

ADDITIONAL SKILLS

- Teaching experience in a student-centered classroom using inquiry-based activities
- Experience with the use of technology in the classroom
- Familiarity with Microsoft products and applications.
- Familiarity with a One-to-One Tablet PC Program.
- Good written and oral communication skills
- Ability to collaborate and contribute in team environments
- Strong planning and organization abilities.
- Strong contributor in team environments as well as independent contributor skills.
- Positive outlook
- Professional demeanor

SUBMISSION

Please submit a cover letter, resume and salary requirements to Assistant Head of School for Academics, Lisa Wetzel at lwetzel@indofmd.org. Please send all communication and documentation electronically to be considered for this position.

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