



## **Math/Science Specialist '22-'23**

Saint Joseph Prep, a Catholic, co-educational, independent college preparatory high school sponsored by the Sisters of St. Joseph of Boston, seeks to add an exceptional educator to the Academic Enrichment Center team as a full-time Math/Science Specialist for the 22-23 school year. The ideal candidate will be adept at working with adolescents in a secondary school setting with a diverse population, and will support the school's mission of educating the whole person. This is a ten-month, full-time position reporting to the Director of the Academic Enrichment Center.

Through the Academic Enrichment Center (AEC), Saint Joseph Prep organizes and provides academic enrichment programs to address the individual needs of students, helping them to meet their academic potential and develop prerequisite skills for success in college. The work of our team with associated teachers and advisors helps students to leverage their learning strengths and stay on a successful path so that their achievement reflects their ability. Students of all ability and achievement levels are encouraged to take full advantage of the academic enrichment programs offered during study hall periods and after school.

### **AEC Math/Science Specialist Job Responsibilities:**

- The Full-Time Math/Science Specialist plans, organizes, and implements math, or science, lessons that support students in one-on-one settings as well as in small groups in the Math Enrichment Room of the Learning Commons 5 days per week.
- Coordinates and supports the implementation of curriculum; Tailors instruction to meet individual student needs in line with the grade-level scope and sequence (Algebra I & II, Geometry, Pre-Calculus, Statistics, & Calculus, Biology, Chemistry and Physics)
- Provides math and science enrichment to a variety of learning profiles and neurodiverse students, allowing those that need additional challenge further opportunities to engage;
- Collaborates with the Learning Specialist and Math and Science Department to ensure continuity of teaching methods and strategies as support both inside and outside of the classroom;
- Monitors and consults with the faculty and parents regarding the progress of students who receive math and science enrichment services;
- Observes students in their math and science courses, reads anecdotal records and/or testing results, and discusses findings to best support individual student needs;
- Serves as member of the Academic Student's of Concern Team and attend all of its meetings; Meet with Advisors, the College Counseling department, Assistant Head of School for Academics and teachers to resolve students' academic issues; Review grades



for student population and collaborate with the AEC team regarding student success and action items.

### **Skills and Competencies**

Saint Joseph Prep seeks a Math /Science Specialist to support students with diverse learning styles by providing meaningful intervention and remediation within an academically rigorous high school environment. Strong interpersonal skills, along with excellent oral and written communication skills, are critical. The position requires experience strategizing techniques in executive functioning skills, study skills, time management, and organization. The candidate should have wide-ranging intellectual and educational interests and the ability to understand and support a college preparatory curriculum. A passion for teaching and learning is essential. The candidate should have a strong desire to support students to reach their potential, work as part of a team, collaborate with the faculty, and communicate regularly with families. Saint Joseph Prep seeks candidates who will contribute to and are committed to diversity, equity, and inclusion practices.

### **Application Instructions**

Interested candidates should send a cover letter, resume, and list of professional references to Scott Poponyak, the Assistant Head of School for Academic Program at [scott.poponyak@saintjosephprep.org](mailto:scott.poponyak@saintjosephprep.org).