

****Position:**** Head of Mathematics Department

****Location:**** Lincoln Heights High School, 1234 Main Street, Springfield, USA

****Type:**** Full-Time, 10-month contract

****Start Date:**** August 15, 2024

****Salary:**** \$62,000–\$88,000, commensurate with experience; full benefits

About Lincoln Heights High School

Lincoln Heights High School is a vibrant, diverse public high school with a tradition of academic excellence and innovation. We are dedicated to nurturing each student's potential and providing a comprehensive education that prepares our graduates for college and careers. Our supportive staff community thrives on collaboration and a shared commitment to student success.

Job Summary

We are seeking a passionate and experienced educator to serve as the Head of the Mathematics Department. In this leadership role, you will oversee curriculum development, mentor fellow faculty members, and champion excellence in teaching. In addition to departmental responsibilities, you will teach higher-level courses, with a primary focus on Advanced Placement (AP) Calculus AB/BC and other upper-level mathematics courses.

Key Responsibilities

- Provide instructional leadership for the mathematics department (grades 9–12)
- Supervise, mentor, and evaluate a team of 6 math teachers
- Develop, implement, and periodically review the math curriculum to ensure alignment with state standards and college readiness benchmarks
- Teach 2–3 sections of upper-level mathematics, including AP Calculus AB/BC and/or Pre-Calculus
- Monitor and analyze student data to improve instructional practices and student outcomes
- Coordinate AP math course offerings, summer bridge programs, and math competitions

- Lead department meetings and facilitate professional development workshops
- Collaborate with school administration to develop department goals and initiatives
- Communicate regularly with students, parents, and guardians regarding course content and student progress
- Foster a culture of enthusiasm for mathematics among students and staff

Qualifications

- Bachelor's degree in mathematics, mathematics education, or a related field; Master's degree preferred
- Valid State of Illinois Professional Educator License with secondary mathematics endorsement
- Minimum 5 years' teaching experience in high school mathematics, including AP Calculus
- Demonstrated leadership experience (department chair, curriculum coordinator, or similar position)
- Strong understanding of best practices in math instruction and curriculum development
- Commitment to diversity, equity, and inclusion in education
- Excellent communication, organizational, and interpersonal skills
- Familiarity with technology integration in mathematics instruction

Benefits

- Comprehensive health, dental, and vision insurance
- State pension/retirement plan
- Tuition reimbursement and paid professional development
- Paid sick days and personal leave
- Collaborative and supportive team environment

Application Process

To apply, please submit the following to [email address] by April 30, 2024:

- Cover letter highlighting your interest and qualifications
- Current resume or CV
- Copy of teaching license
- Three professional references

****Questions?****

Contact Principal Katrina Ellis at kellis@lincolnheightsHS.edu or call (555) 123-4567.

****Join Lincoln Heights High School – where passionate educators inspire the mathematicians, engineers, and innovators of tomorrow!****