Math and Computer Science Department Chair

Princeton Day School is seeking an experienced **Math and Computer Science Department Chair** beginning in the 2024-25 school year. The successful candidate will guide the Department in the continued development of a strong and effective approach to teaching mathematics, guided by the following priorities:

• In concert with the Lower School Math Chair, evaluate the curriculum PK - 12, developing a plan with invested parties to adjust the curriculum over time to best serve the students currently in the school;

• In collaboration with key stakeholders, continue to update and refine the 7-12 grade placement process;

• Enhance the capacity of the department to better meet the needs of a wide variety of students in the classroom, perhaps leading to a reduced number of levels that the department needs to support;

• Provide modeling, expertise and guidance to the teachers in the department about excellent math teaching practice;

• Offer our most motivated, ambitious students a rigorous, dynamic experience that will propel them into future professional opportunities as leaders in mathematics.

For this position, the ideal candidate is expected to:

Department Chairs have three primary areas of responsibility: facilitating the professional growth of their faculties; exercising curricular leadership; and performing managerial functions necessary for the efficient operation of each Department.

I. Facilitating the Professional Growth of Teachers. The majority of a Department Chair's time should be devoted to cultivating the human capital and professional excellence of the teachers within each Department.

Specific responsibilities of the Department Chair include:

• Supervision of teachers.

• Establishing expectations for teaching, assessment, and classroom management.

• Engaging in daily or weekly classroom observation of all teachers.

• Providing mentoring, professional development, and ongoing feedback to teachers.

• Overseeing the formal evaluation of faculty, in concert with Division Heads.

II. Exercising Curricular Leadership.

• Lead Departmental conversations about teaching, learning, pedagogy, and curriculum.

• Ensure that the PDS Department is a leader in education and is conversant with "best practices" in the field.

• Develop and articulate "Departmental Priority Learning Outcomes" for the PDS Department.

• Regularly review and assess the entire curricular sequence of courses from Grades 5-12 and collaborate with the Head of Lower School and Lower School Math Chair to review and assess alignment and transition from grades PK - 4.

• Ensure that all course offerings align with the Department's Priority Learning Outcomes and that teachers of similar courses are using similar assessment and pedagogical strategies.

• Foster a curriculum – and a teaching culture – which is both "challenging" and "supportive," with a special emphasis on cultivating a "growth mindset" in students and faculty.

III. Managing the Day-to-Day Functioning of the Department

• Navigate the systems of a complex institution, with many invested parties, with grace and optimism.

• Lead regular Department meetings with clearly developed, organized agendas.

• Assist with interviewing, hiring, and training of new faculty.

• Oversee the course placement process. Determine staffing and sectioning requirements in concert with the Division Heads. Coordinate the process of placing students – both new and returning -- in appropriate courses. Administer placement tests to facilitate this process, as necessary. Work with course scheduler. Respond to student and parental questions about the placement process.

• Attend Department Chair Meetings.

• Develop and manage the Department Budget.

• Find substitute teachers in coordination with the Substitute Teacher Coordinator when faculty are away from school.

• Communicate with parents when subject-related questions and concerns arise.

• Oversee Math competitions.

• Teach at least two courses.

Required / Preferred Qualifications:

• Bachelors or Master's Degree in Mathematics Education or equivalent

• Teaching experience (10+ years)

• Ability to develop and build enthusiasm for a shared vision for the mathematics and computer science department

• Expertise and experience with mathematics curriculum design, development, implementation and assessment; experience with computer science curriculum preferred

• Knowledge of "best practices" in both content-specific instruction and teaching more broadly

• Proven success in mentoring faculty

• A passion for learning and a commitment to academic excellence and student achievement

• Ability to work collaboratively in a team setting, facilitate discussion, and lead groups to consensus

• A well-developed sensitivity, knowledge, and understanding of the diverse backgrounds of community members; commitment to diversity, equity, and inclusion

• Experience with integration of technology

- Experience with differentiated instruction

- Creative and resourceful, with a sense of humor and strong work ethic

- Strong interpersonal and communication skills

Princeton Day School is the region's premier independent day school for students from Pre-K through Grade 12. We aspire to create a diverse, equitable and inclusive community in which all members are seen, challenged, affirmed, respected and valued. Nestled on a picturesque 106-acre campus just two miles from Downtown Princeton and with a history dating back to 1899, PDS provides students with unparalleled opportunities for discovery, exploration and innovation and seeks employees who are passionate about their work and who embrace the importance of lifelong learning.