



## **MATH SPECIALIST**

The Math Specialist will support the Learning Enrichment Center's mission of supporting students so that they are set up for success within their classrooms and ultimately in their future collegiate and professional environments. Ideally, the candidate is an expert in all high school Math subjects, including AP level Calculus. The specialist should also work to support students' individual learning needs through tutoring sessions assisting them with their Math and computation skills. Candidates should possess superb organizational skills, strong attention to detail, effective communication skills, and feel passionately about assisting students in their utilization of the available resources and academic supports.

## **ST. THOMAS HIGH SCHOOL**

St. Thomas High School, an all-boys private, Catholic college-preparatory school for grades 9-12 in Houston, Texas actively seeking to fill the position of Math Specialist for the 2020-2021 school year. Ranked among the country's finest college-preparatory schools and founded in 1900, St. Thomas High School continues today to build on its mission: Teach Me Goodness, Discipline, and Knowledge. With an enrollment of approximately 600 students and growing, St. Thomas is committed to providing a multi-dimensional education for young men through a challenging college-preparatory curriculum and an abundance of artistic, athletic, and leadership opportunities. The motivated students, talented faculty and staff, devoted and active parents, a distinguished alumni base, along with an exciting new addition to the beautiful centrally located campus, make St. Thomas one of the most exciting places to work in education.

## **ESSENTIAL FUNCTIONS AND DUTIES**

- As a member of the Response to Intervention team, collaborate with teachers to ensure students' individual learning needs are met in one-on-one tutoring sessions
- Collaborate with Math department to make recommendations regarding curriculum and instruction development and implementation
- Communicate student progress with the LEC team, families, and faculty through the updating of Google Drive documents, one-on-one conversations, and through emails
- Coordinate hall pass administration between study halls and Learning Enrichment Center
- Maintain high standards of confidentiality, attendance, and flexibility while working cooperatively with supervisors, coworkers, and students
- Communicate frequently with the Learning Enrichment Center director to provide feedback and trouble-shoot

## **MINIMUM QUALIFICATIONS**

### **Education**

Required: Bachelor's degree

### **Experience**

Required: 5 years as an instructor in an educational environment, expert in Math instruction and curriculum development

Preferred: 5 years as a Math teacher

### **Working Conditions**

Work is executed in an office space with pleasant working conditions. The work hours are 7:30 to 3:30.

### **Physical Requirements**

May be required to exert physical effort of a limited nature as needed for events.

## **HOW TO APPLY**

Please go to the St. Thomas High School website at [www.sths.org/about/careers/](http://www.sths.org/about/careers/) and download a Staff Application for employment. Email your completed application and résumé to [careers@sths.org](mailto:careers@sths.org).

Houston, TX 77007