



Position Title: Upper School Life Science Instructional Faculty Member
FLSA Classification: Full-time – Exempt, 100% FTE, 10-month schedule of duties
Reports To: Department Chair

Essential Functions:

Teacher Duties:

- Develop and deliver high-quality lessons and units in line with curricula of the school with the aim of addressing the varied learning needs of neurodiverse individual students and educating the whole child, utilizing the entire class time
- Create differentiated curriculum and apply Universal Design for Learning to “meet the students where they are at”
- Collaborate fully with colleagues to create curriculum consistent with the school mission
- Utilize varied methods and approaches to material, integrating technology, assessments, project to foster engaged learning in the classroom
- Provide formative and summative feedback on progress to students and parents in a timely manner
- Maintain up-to-date documentation regarding student skills and knowledge in accordance with school-established student learning outcomes
- Update BlackBaud (online grading system) weekly and use as a means of communicating homework, as well as unit and assessment data
- Follow-up on parent communications within 24 hours
- Provide updates to students’ advisors to communicate about students’ learning and social-emotional needs
- Communicate with parents and other staff regarding student behavior and academic progress in accordance with school policies and procedures
- Participate in parent conferences regarding student progress
- Organize and carry out field trips and studies to support the curriculum

General Responsibilities:

- Teach 5 sections of upper school science life science classes (biology and related classes tbd)
- Actively engage in the life of the school and participate in related teaching duties, as needed
- Ensure the safety and well-being of students
- Demonstrate respect towards all members of the school community, including students, parents, teachers, support staff, and administration
- Behave with dignity and respect, in accordance with school and community expectations
- Abide by school policies and procedures

Additional Duties:

- Attend department, faculty, grade level and Rolling Hills Prep team meetings, as required
- Carry out supervisory duties during breaks, breakfast, and lunch periods, as assigned
- Serve as grade level advisor

Other Considerations:

- Start Date: August 2025
- Salary Range: \$60,960-\$87,060 (salary scale based on years of experience)

Required Qualifications:

- Bachelor's Degree in education or related subject
- Experience working with varying learning styles
- High school teaching experience in the subject of science
- Flexibility, sense of humor, and the ability to work as part of a team
- A clear commitment to the educational philosophy of the school
- Commitment to equity and inclusion
- Strong interest in professional development opportunities
- Demonstrated excellent attendance and punctuality

Preferred Qualifications:

- Experience teaching students with language based learning differences (such as dyslexia)
- Experience with Universal Design for Learning
- Experience in differentiating curriculum for a range of learners

Physical Demands and Work Environment:

- Willingness and ability to work in a highly-demanding environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts
- Ability and willingness to attend and work occasional overnight field trips
- Ability to travel safely and comfortably across a campus
- May work at a desk and computer for extended periods of time
- Be able to occasionally lift up to 30 lbs
- Work primarily in a traditional, climate-controlled classroom environment and work intermittently in outside weather conditions consistent with San Pedro weather

EQUAL OPPORTUNITY EMPLOYER: *No person shall, on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, disability/handicap, or religion, be excluded from participation in, be denied the benefits of, or be subjected to discrimination, harassment, or retaliation in the school's employment opportunities.*

To Apply: Please send a cover letter, your resume, a one page teaching philosophy, and three current professional references to: Yolanda Holguin, Human Resources Manager, yholguin@rollinghillsprep.org