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# ADVANCED RESEARCH COORDINATOR/SCIENCE TEACHER

**Department:** Science

**FLSA:** Exempt

**Reports to:** Department Chair

**Schedule:** Full Time / Academic Year with site visits and meetings throughout the summer

**Designation:** Teaching Faculty

**Travel:** Rare

## POSITION SUMMARY

The Science Department has an opening for an advanced research coordinator and biology instructor. This position involves overseeing a well-established research program for senior students. Qualified candidates are free to apply just once if interested in the science teacher position and Advanced Research position, please indicate that on your cover letter.

The Advanced Research Program is a selective senior elective that students can apply for in December of their junior year. Upon acceptance in January, students collaborate with the Advanced Research team to secure summer internship placements at local research facilities. They complete an eight-week, full-time internship where they work as a member of the research team to address a relevant question in their field of interest. Full participation with the lab or research team, participation in lab meetings, and regular updates with the Advanced Research Coordinator are required.

In the first semester of their senior year, students complete the in-class portion of the program, focusing on communicating their research findings. They write a formal research paper, prepare applications for competitions like the Regeneron Science Talent Search, and lead a journal club. The program concludes with Advanced Research Night, where students present their work to the school community and invited guests.

The Greenhills School Science faculty guides its students to a working understanding of the unifying concepts of science and of the practices by which scientists learn and discover the physical world. Ideal candidates will find great joy in working with adolescents, and they will display a passion for helping all students develop an increasingly complex understanding of the surrounding natural and physical world through the exploration of student-centered and laboratory inclusive science units. Preference will be given to candidates who have majored in a



science discipline, have taken coursework in teacher preparation, and have worked with adolescent and early adolescent children. Knowledge of or interest in exploring and implementing ideas from the Framework for K-12 Science Education and the Next Generation Science Standards (NGSS) is desirable. Science faculty members at Greenhills collaborate closely within the department and with other disciplines to provide real-world experience with problem solving. They integrate appropriate technology tools into their teaching and are adept with implementing laboratory experiences for their students both inside the classroom and outside in the natural world.

Greenhills School is eager to consider applications from groups traditionally underrepresented in independent school communities. We want a diverse mix of talented people who want to join us as student centered educators and role models who bring joy and good humor to our classrooms, fields, and offices, work collaboratively with colleagues, seek and respond to student feedback, and commit to reflective practice and continual growth. We pride ourselves on being a warm and welcoming inclusive community.

## **DUTIES AND RESPONSIBILITIES**

- **Oversee the advanced research program, which includes, but is not limited to:**
  - Build and maintain relationships with research hosts at external research institutions (eg. UM, Ford, EMU, etc.)
  - Navigate logistics and paperwork between Greenhills and outside research institutions
  - Prepare application, interview student candidates, and make acceptance decisions with help from the Advanced Research Committee
  - Meet with accepted students and parents for program orientation
  - Meet with each potential research host
  - Work one-on-one with students to determine research placements
  - Meet with students and hosts over the summer (digitally and/or in person) and be available for questions
- Co-teach advanced research courses and coordinate Advanced Research showcase
- Teach two sections of core science classes (life sciences experience preferred)
- Participate in advising and co-curricular programs. Typical responsibilities of a full time teacher include coaching and some after school programming, such as advising clubs.
- Collaborate with department colleagues on pedagogy and curriculum, especially in courses shared between teachers. Vertically align coursework to provide students with a meaningful scope and sequence throughout their middle and upper school science experience, and with colleagues across departments to create interdisciplinary learning experiences for students.
- Conduct regular hands-on, laboratory experiments and projects in alignment with the science and engineering practices described by NGSS.
- Reflect on instructional practices and seek out opportunities for professional development.



- Create inclusive, effective and curious classroom environments and provide learning support for students inside and outside of the classroom as needed, including implementing formal accommodations, in consultation with the Greenhills Learning Center.
- Practice clear, timely, and professional communication with students, parents, and colleagues.
- Attend regular department, faculty, and other meetings.
- Promote an inclusive working and community environment.
- Serve as a role model in maintaining appropriate standards of care for students and maintaining healthy boundaries in student and professional relationships.

## SKILLS AND EXPERIENCE REQUIRED

- Graduate degree in the sciences or comparable experience is strongly preferred.
- Research experience (lab or clinical) strongly preferred.
- Several years of teaching experience, ideally at the secondary level, is preferred.
- The ideal candidate can teach life science.

## PHYSICAL REQUIREMENTS TO PERFORM THE ESSENTIAL FUNCTIONS

- Work is conducted primarily in an office environment / outside environment
- May require extended time outside of school for competitions or projects
- Greenhills School property is a tobacco-free environment.

Interested candidates should submit a cover letter with résumé/CV, and contact information for three references (past and current supervisors) to Science Department Chair, Dr. Cathy Renaud, [crenaud@greenhillsschool.org](mailto:crenaud@greenhillsschool.org) and Head of Upper School, Dr. Deano Smith, [drsmith@greenhillsschool.org](mailto:drsmith@greenhillsschool.org). No phone inquiries please.

Compensation: Salary is competitive, commensurate with experience and education level, and includes lunch when school is in session. Greenhills provides a comprehensive benefit package, which includes a variety of health insurance offerings, dental, vision, life, and short- and long-term disability offerings, HRA/FSA options, and retirement benefits through TIAA.

*The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This position description is subject to change at any time.*

*Greenhills School is an Equal Opportunity Employer. Greenhills School does not unlawfully discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, genetic information, disability, or national or ancestral origin in the administration of its*



*educational policies, scholarship and loan programs, athletic and other School-administered programs, or in the administration of its hiring and employment practices.*

*Must be legally authorized to work in the United States.*