



Hancock Day School Position Profile

POSITION TITLE: Lower School Science Specialist
DATE MODIFIED: January 2025
FLSA CLASSIFICATION: Exempt
REPORTS TO: Academic Dean

POSITION OBJECTIVE: Provide science instruction to first- through fourth-grade students in a dedicated science room. Partner with the Academic Dean to articulate and update the Lower School science curriculum.

Qualifications and Skills:

- Bachelor's degree in education or related field
- Elementary teaching experience strongly preferred

Personal Characteristics:

- Adaptable, persistent, and proactive
- Strong interpersonal and organizational skills
- Solution-oriented; growth mindset
- Excellent written and verbal communication skills

Essential Functions:

- Provide science instruction to the Lower School through biweekly class meetings in the science lab.
- Design and deliver hands-on STEM and science units with labs and activities at least once per class per week.
- Collaborate with teachers to identify units of instruction that align with instruction in other subjects.
- Assign, collect, and grade assignments following Hancock's assessment policies and procedures.
- Collaborate with administration to articulate the Hancock Lower School science scope and sequence.
- Assist with special events as needed.
- Other duties as assigned by the head of school.

Working Environment:

- Work hours: 7:30 am - 4:00 pm; Weekly after-school meetings
- Occasional lifting, carrying, pushing, and pulling.
- Active working environment that requires standing and movement.
- Minimal temperature variations.
- Generally hazard-free environment.

The Hancock Day School is a co-educational, independent day school with students from pre-kindergarten to grade 8. The policy of Hancock Day School is to recruit, hire, train and promote employees without discrimination based on race, sex, sexual orientation, age, religion, national origin, veteran status, or disability.