



MERCY HIGH SCHOOL  
Burlingame, CA 94010  
(650) 343-3631

**SCIENCE TEACHER- Biology, AP Environmental Science , Health and Wellness, and AP Psychology**

Mercy High School, an all-girls college preparatory secondary school is hiring a full-time Science Teacher to join our team! Sections may include Biology, AP Environmental Science, AP Psychology, and Health and Wellness.

Reporting to the Science Department chairperson and Assistant Head of School for Academics, this teacher is responsible for the overall coordination of teaching in his/her subjects including executing well-developed lesson plans, accurate assessment of student's progress, participation in department meetings and team planning sessions, supervision of students, willingness to learn new methodology, and ability to undertake co-curricular responsibilities.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. In addition the person should have the following experience and/or education to perform the job successfully:

- **Minimum educational qualifications:**
  - B.S. degree in STEM field
  - CA Secondary Teaching Credential in science
  - Competency in teaching field
  - 3 years teaching experience in a secondary school environment preferred
  - Willingness to use or learn to use technology to enhance learning and engagement in the classroom
- **Additional Preferred Qualifications:**
  - Master's Degree in teaching subject or M.A./M.S. Ed
  - Competency in G-Suite

**Essential Duties and Responsibilities include:**

- Must be able to demonstrate a commitment to Catholic education, and the Mission and Values of Mercy High School and the Sisters of Mercy.
- Must have the ability to perform as part of a team, and have excellent interpersonal skills.
- Must possess excellent written and verbal communication skills, and ability to work with a wide range of audiences.
- Needs strong organizational skills and be detail-oriented, with the ability to multitask and meet multiple deadlines.
- Must possess technology skills and be flexible in learning new tools and strategies for formative assessment in the classroom.



- Reports to the department chairperson and Assistant Head of School for Academics and is responsible for the overall coordination of teaching in his/her subject(s) including:
  - Execution of well-developed lesson plans
  - Accurate assessment and documentation of student's progress
  - Participation in department meetings and team planning sessions
  - Supervision of students
  - Willingness to learn new methodology and technology

**Additional responsibilities include:**

- Willingness and availability to undertake co-curricular responsibilities, including supervision of extracurricular activities after teaching hours
- Supervision of a grade-level advisory, fulfilling the mission and purpose of the Advisory Program

Position requires candidates to be on campus for training and orientation the first week of August.

**Salary and benefits**

Full-time, year-round benefited position. Position includes school holidays. Salary based on faculty salary scale (Range \$66,397- 129,061) that commensurates with experience and education of the applicant. Monday, May 26, 2025 for first round interviews. Applications received after this date will be reviewed if the position is still open.

Send resume and cover letter to:

Lynn Beal, Administrative Assistant to the Head of School [lbeal@mercyhsb.com](mailto:lbeal@mercyhsb.com). If emailing, use the subject line "Science Teacher".

**STATEMENT OF NON-DISCRIMINATION**

All school staff of Catholic schools of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories. (Administrative Handbook #4111.4)