

HORACE MANN SCHOOL
231 West 246th Street
Bronx, NY 10471
An Equal Opportunity Employer

Chemistry Lab Manager – Upper Division

Start Date: August 26, 2019

The Upper Division Science Department is seeking a Lab Manager to support student laboratory work across the chemistry curriculum. Currently, chemistry courses include 10th-Grade Introductory Chemistry, AP Chemistry, Organic Chemistry and its Applications in Biochemistry, and Experiments in Physics and Chemistry. After the 2019-2020 school, AP Chemistry will be replaced by other advanced chemistry electives. The responsibilities of the Lab Manager include preparation of student lab activities, collaboration with teachers to develop student experiments, management and maintenance of materials and equipment, laboratory safety, and handling and disposal of hazardous materials. The Lab Manager will have extensive interaction with students both during classes and by assisting with independent student research. In addition, this position may involve support for Middle Division science laboratories as well as the Physics laboratories and equipment.

Candidates must have experience working in a chemistry lab as an advanced student, teacher, technician, or researcher, and be familiar with the experimental techniques used in introductory and advanced high-school courses. Experience working with high school students is preferred. This position requires excellent organizational skills and attention to detail. As an integral member of the Chemistry team, this candidate must be able to collaborate productively with other members of the Science Department. The candidate should demonstrate a passion for experimental science, and be able to work effectively with and mentor high school students. The Lab Manager will be required to obtain certification from the New York City Fire Department for supervising a non-production chemical laboratory.

Horace Mann School is a coeducational, college preparatory independent day school for students from Nursery through grade 12. The School seeks to stretch the imagination, intellect and insight of its students while developing the moral characteristics that impart identity and purpose. We recognize as our core values: the Life of the Mind, Mature Behavior, Mutual Respect, a Secure and Healthful Environment, and a Balance between Individual Achievement and a Caring Community. These core values guide our decision-making and govern the implementation of our curriculum and programs across all divisions of Horace Mann School. In addition to its campuses in Manhattan and the Bronx, NY, the School also owns and maintains the John Dorr Nature Laboratory, a comprehensive outdoor education facility on 304 largely wooded acres in Washington, CT. One of the nation's 10 largest independent day schools, as of September, 2018, the School enrolls 1,786 students representing 148 zip codes, with 40% self-identified students of color. For 2018-19, 15% of the students receive need-based Financial Aid. Twenty-two percent of School administrators, teachers and staff members identify as people of color. Over the past five years, the School has recorded a 97% annual retention rate for students and a 92% retention rate for all employees. The school's recent \$100 million bricks and mortar campaign

has provided the Middle and Upper Divisions with newly constructed and renovated state of the art science and physical education facilities.

The Upper Division at Horace Mann School provides a demanding academic experience for more than 700 highly motivated, hard-working students. Combining rigorous courses in STEM fields with ambitious courses in the Humanities and Arts, the Upper Division curriculum allows students to build essential critical thinking skills, to delve deep into their areas of interest, and to become independent thinkers. Students and faculty take pleasure in intellectual pursuit and the understanding of their connections to the world around them. Through the school's extensive extracurricular programs, students work with faculty members to pursue their passion for service and social justice. The Upper Division is characterized by the purpose, energy, curiosity, and empathy of its students and faculty.

Interested candidates should submit a detailed resume, including all teaching and non-teaching related experience and cover letter to: employment@horacemann.org