



Khan Lab School

UPPER SCHOOL STEM SPECIALIST

Mountain View, CA

START DATE: August 1, 2024

HOURS OF EMPLOYMENT:

8:00 am - 4:00 pm and school events as required.

LOCATION:

Mountain View Campus

ABOUT THE POSITION:

The STEM Specialist is a subject-area expert with a clear understanding and background in mastery-based learning in the context of an Upper School experience. The STEM Specialist partners with the Upper School Director and Upper School teaching team to teach a rigorous, mastery-based curriculum, facilitate active learning experiences aligned with the KLS vision and guide students in their social and emotional development. In addition, this position involves contributing to the broader life of the school via participation in school activities and events, school admissions and faculty and staff meetings.

Founded in 2014 by Salman Khan, **Khan Lab School (KLS)** is a K-12 school located in the heart of Silicon Valley. Serving approximately 300 students across two campuses, in Mountain View and Palo Alto, KLS is grounded in a mastery-based learning model.

SPECIFIC DUTIES AND RESPONSIBILITIES:

We are seeking a full time teacher who would develop and teach high-school level biology and chemistry courses. A strong background in upper-level math (statistics or calculus) is preferred.

ACADEMIC DUTIES:

- **Teach** a minimum of 15 hours per week of high school level courses as assigned by the Upper School Director, making efficient use of existing materials and tools.
- **Clearly outline** course expectations, goals, and assignments at the beginning of the term using the school's Learning Management System (LMS), internal materials, and external resources such as Khan Academy, where applicable.
- **Lead advisory** sessions for a group of students, focusing on academic progress, extracurricular and college goals, and daily practices in mindfulness, character development, and executive functioning skills.
- **Mentor and support students** in their individual student-driven projects, including Applied Learning projects by checking in on their progress and helping to connect them to outside resources.
- **Maintain regular communication** with students, families, teachers, and other professionals about student progress and submit progress reports by the due date at the end of each term.
- **Other duties** as assigned.

TEACHING & VISION ALIGNMENT:

- **Facilitate classes** with an emphasis on active learning and real-world contexts, minimizing direct instruction. Primarily utilize methods such as think-pair-share, experiential learning, case studies, peer teaching, independent studies, and project-based learning.
- **Leverage assessment data** to inform instruction, provide timely feedback to students, and complete progress reports by identified deadlines.
- **Utilize external instructional resources**, including Khan Academy, to accommodate diverse learning needs and backgrounds for in-person courses. Collaborate with school leadership to identify materials.
- **Develop curriculum and learning experiences** aligned with the KLS teaching vision, in the absence of high-quality resources.





- **Identify, select, and modify instructional resources** to meet the needs of students with varying backgrounds, learning styles, and learning needs in collaboration with the school leadership and founder.
- **Integrate technology** into the classroom appropriately, including AI tools relevant to each discipline.
- **Create an inclusive environment** where students of diverse backgrounds and political perspectives feel welcome, fostering critical thinking through thoughtful questioning.

CONTRIBUTION TO KLS:

- **Participate in student orientation** for 9th-12th graders, which may include up to three days of overnight stay.
- **Fulfill duties** as assigned by the Upper School Director, such as lunch and goal time supervision.
- **Be accessible** to students throughout the school day for interaction and support.
- **Serve as a faculty ambassador for the Admissions team** during our re-enrollment and admissions period in the Fall and Spring. This includes, at minimum, 6-8 hours for Pre-Admission events (Open House, Preview Days, Shadow Days) and 10 hours of Post Application Events (Student Visits and Observations, Parent Interviews, Application reads); these events may take place outside of school hours.
- **Write letters of recommendation** for summer programs and college applications as requested.
- **Lead at least one activity per term** that contributes to the life and culture of KLS, to be determined in collaboration with the Upper School Director at the start of the school year. This could include: overseeing the student leadership group, facilitating a student club/ organization during the academic year, planning a hallmark KLS event (e.g., orientation, move-up day), serving as a faculty representative on the DEIB committee, leading leadership committees (e.g. discipline committee), coaching a sport, or starting a new program at the school (e.g. tutoring center).
- **Attend all faculty meetings and participate in professional development**, including morning meetings, and any scheduled professional development programming (including Faculty In-service). Faculty must also attend community meetings and other culture-building experiences alongside students. This will account for up to 4 hours during a typical week, accounting for the faculty meeting and professional learning community (PLC) meetings.
- **Participate in community events** such as the senior dinner, graduation, group field trips, and other related activities.
- **Uphold professional and ethical standards** in all interactions within the school community.
- **Engage in the broader school community** by attending and supporting school events and initiatives that promote student growth.



PHYSICAL REQUIREMENTS:

- Ability to occasionally lift, carry, push and pull up to 25 pounds as some regular organizational tasks involve moving desks, chairs, electronics, paperwork and other school supplies and equipment as needed.
- Must be able to remain in a stationary position at least 50% of the time.
- Capability of occasionally moving about inside an office setting to access file cabinets, office machinery, etc.
- Ability to proficiently and frequently operate a computer and keyboard as well as other office equipment such as calculators, copy machines, printers, and projectors.
- Consistently practice safe working habits while using school supplies, equipment, and electronics as well as the ability to maintain a safe and hazard-free workstation for yourself and others at the school.
- Occasionally required to work weekends, nights, or be on-call for special events, which are sometimes held outside and require the ability and willingness to work in all weather conditions at any time of the year.
- Ability to properly communicate information and ideas so other people can understand as well as the ability to ascertain and understand information communicated from others.

WHAT WE OFFER:

Khan Lab School is a community of learners and partners that have a deep commitment to their work. We get things done and believe that in our highly collaborative environment anything is possible. All our decisions are made through the lens of what is best for our students. We tackle tough questions without ego, are results oriented, and have high expectations for school and our students.

COMPENSATION AND BENEFITS:

Position Details:

Start Date: August 1, 2024

Location: Mountain View, CA

Number of Positions to Fill: 1

Employment Status: Part-time or Full-time; Exempt

Benefits: Medical, dental, and vision insurance coverage; a retirement plan with an employer match; and basic life insurance.

Salary range: \$85,000 - \$105,000 exempt, for full-time. Actual salary will take into consideration a candidate's years of experience.

HOW TO APPLY

Khan Lab School in Mountain View, CA, has engaged Dovetailed to lead a search for this role beginning August 1, 2024. Interested candidates should submit a cover letter (addressed to Upper School Director Laura Haney), resume, and list of references with contact information consolidated as a single PDF document to Madison Sunley, Recruiter, at madison@dovetailedsourcing.com. Please refrain from contacting the school directly.

Khan Lab School is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, color, creed, place of national origin, sex, age, veteran status, sexual orientation, gender (including gender identity, gender expression, and transgender), religion (beliefs, observances, or practices, including religious dress or grooming), marital status, registered domestic partner status, ancestry, genetic information, physical or mental disabilities, medical conditions, and/or military or veteran status in its employment practices or any other considerations made unlawful by federal, state, or local laws.

