



Job Description

Math Teacher

Objective: High school math teachers develop schemes of work and lesson plans in line with curriculum objectives. They develop and foster the appropriate skills and social abilities to enable the optimum development of children; according to age ability, and aptitude. They link pupils' knowledge of learning and develop ways to encourage it further. High school math teachers challenge and inspire pupils to help them deepen their knowledge and understanding.

Summary: Teaches high school math students academic and social skills by performing the following duties.

Essential Duties and Responsibilities include the following:

- Prepares course objectives and outline for course of study following curriculum guidelines and requirements of state and school.
- Develops lesson plans and instructional materials; and provides individualized and small group instruction to adapt the curriculum to the needs of each pupil.
- Translates lesson plans into developmentally appropriate learning experiences.
- Takes responsibility for the progress of a class of high school age pupils.
- Organizes the classroom and learning resources to create a positive learning environment.
- Lectures, demonstrates, and uses audiovisual teaching aids to present subject matter to class.
- Prepares, administers, and corrects tests, and records results.
- Discusses pupils' academic and behavioral attitudes and achievements with parents.
- Keeps attendance and grade records as required by school.
- Stays current with changes and developments in the structure of the curriculum.

- Develops and maintains a multicultural, gender and disability-fair curriculum that supports the curriculum of the school.
- Works in a supportive and collaborative manner with students, colleagues, supervisors, community members and parents from various ethnic and socioeconomic backgrounds.
- Performs classroom management duties; enforces school rules governing the conduct of students; takes appropriate disciplinary action with students who do not follow school rules. Discusses pupils' academic and behavioral attitudes and achievements with parents.
- Incorporates high order thinking skills in all subject areas of Math. Ability and willingness to provide leadership in curriculum planning, integration, and program development.
- Applies knowledge of current education and instructional theories, methodologies, techniques, principles, and knowledge of subject matter. Provide hands-on and performance-based instruction on a daily basis.
- Willingness to contribute directly or indirectly to the development of children both inside and outside the classroom, which may include working hours in addition to the regular school day.
- Attends school meetings and workshops as required.
- Maintains and improves professional skills by participating in staff and department meetings, formal coursework, workshops and seminars in an effort to stay current with best teaching practices.
- Participates in professional growth, goal-setting and personal development processes on a regular basis throughout the school year.
- Other duties as assigned.

Supervisory Responsibilities: May supervise educational assistants.

Competencies Required: To perform the job successfully, an individual should demonstrate the following competencies:

- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Teamwork** – Balances team and individual responsibilities. Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educate others on the value of diversity; Promotes a harassment-free environment.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of

work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor's degree (B. A. or B.S.) from four-year college or university.

Certifications, Licenses and Registrations: Valid MN Teaching License - Grade 5-12 with specialty.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of students, colleagues, and board members.

Mathematical Skills: Compute fluently and make reasonable estimates with rational numbers in real-world and mathematical problems. Understand the meanings of basic operations, including the use of integer exponents and square roots and how the operations relate to one another. Appropriately use calculators and other technologies to solve problems. Apply arithmetic operations in the correct order to generate equivalent algebraic expressions and to solve simple formulas. Represent data and use various measures associated with data to draw conclusions and identify trends. Recognize the relationship between different representations of two- and three- dimensional shapes. Understand the effect of various transformations. Make calculations of time, length, area and volume within standard measuring systems, using good judgment in choice of units.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: Though we are primarily focused on academics, you must be comfortable using technology and supporting new users of technology. As part of your technology requirements you will:

- Respond within 24 hours to parent inquiries via phone and/or e-mail during a regular workweek.
- Use school provided computer for lesson planning and daily email communications.
- Use school provided portable laptop labs for student research (internet), word processing (Microsoft Word), and classroom presentations (Microsoft PowerPoint).

- Take attendance daily using school's student information system.
- Assign grades for quarterly progress reports using school's electronic grading system.
- Work with administration to prepare students for electronic standardized tests (including the logistics of selecting test sites).
- Serve as proctors for electronic site-based proctored exams.
- Utilize and test new technologies before families and students implement them.
- Track the delivery and return of computer peripherals and computer equipment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand. The employee is occasionally required to walk; sit and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Collaborative work in a fast-paced environment interacting with students, staff, administrators, parents and the community with multiple requests and concerns. Support and communicate with other administrators and staff. Respond in emergency situations.