

Middle School Math Teacher Job Description

Position Title: Math Teacher

Date Modified: February 2020

FLSA Classification: Exempt

Terms August 3, 2020 - May 29, 2021

Reports To: Middle School Director

Department: Middle School

Position Purpose: The Middle School Math Teacher is responsible for teaching 5 classes and for guiding students in their independent research projects. Other responsibilities include, but are not limited to, 1 additional activity, Student Advisor, and area assigned duties.

Qualifications: Bachelor's Degree required, Master's Degree preferred.

Essential Duties and Responsibilities:

1. Teach Middle School Math as assigned.
2. Design and implement developmentally appropriate curriculum. Maintain lesson plans and goals.
3. Maintain an actively engaged classroom environment to support student learning.
4. Instruct and assess students in a positive environment. Assess and document student work in a timely manner.
5. Sustain frequent contact with students and parents about student performance and behavior. Participate in parent / teacher conferences as necessary.
6. Serve as an Advisor and complete all activities and assignments related to this role.
7. Share in building duties, such as, monitoring lunchroom and hallways.
8. Pursue professional development opportunities.
9. Be willing to help plan and chaperone student off campus experiences including annual *Carpe Vitam* trip to Washington, DC.
10. Serve on Middle School committees and school-wide committees as necessary.
11. Participate in Admissions Open House and other school events as requested by the Middle School Director or the Head of School.
12. Attend and support after-school activities and programs (i.e. concerts, sporting events).
13. Support the school's commitment to diversity and multicultural education.
14. Work collaboratively with colleagues in the Middle School and across divisions.
15. Serve as an active member of the cross-divisional Math Department.
16. Plan vertical Math curriculum with other Math-teaching colleagues.
17. Complete required Human Resources trainings each year (CPR, first aid, mandatory reporting, handling of hazardous materials. etc.).

Supervisory Responsibilities: Supervise students in the classroom, on the grounds, and on field trips or related experiences outside of class.

Communication Responsibilities:

1. Must have strong interpersonal communication skills to use in working with students, parents, and colleagues.
2. Must maintain appropriate daily contact with Administrators, colleagues, and other staff.
3. May have some contact with the Board of Trustees with the direction of the Head of School.

Specific Job Requirements:

1. Thorough knowledge of Math pedagogy and the constructive approach to learning.
2. Enjoy working with and have a thorough understanding of the specific developmental needs of adolescents.
3. Experience with interactive whiteboards and technological resources that enhance student learning and assessment.
4. Ability to use a variety of assessment techniques and to demonstrate strong instructional and classroom management skills.
5. Energy, empathy, flexibility, and collaboration.
6. Good organizational and communication skills.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the 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 stand; use hands to finger, handle or feel; talk; hear. The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to sit; climb; balance; stoop; kneel; crouch; crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

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. Possibility of stressful environment while dealing with a wide variety of challenges, deadlines with a varied array of student situations. The noise level in the work environment is usually moderate. Possibility of varied extreme outside weather conditions during special activities and school events. Primarily teach indoors with occasional field trips off campus. Some evening and weekend commitments are required. The Middle School Math Department program is housed in Designated Middle School Buildings.