



## Job Description – High School Math Teacher

**Job Title:** High School Math Teacher.

**Reports to:** Principal

### **PRIMARY PURPOSE:**

Provide students with appropriate learning activities and experiences designed to fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

### **Knowledge, Skills, and Abilities:**

- Bachelor's degree from accredited university.
- Teaching certification in the related subject area or grade level.
- Knowledge of subjects assigned.
- Advanced English level.
- Understanding of and appreciation for discipleship and the developmental needs of students.
- Ability to instruct students and manage their behavior.
- Ability to work effectively with a variety of learning styles.
- Experience in curriculum development is preferable.
- Experience in the use of technology for instruction is preferable.
- Must possess a positive attitude and work well with others.
- Ability to exercise discretion and utmost professionalism in confidential & sensitive student/family matters.
- Ability to communicate effectively, both verbal and written.
- Demonstrate flexibility in response to changing conditions.

**High School Math subjects:** Algebra 1, Algebra 2, Pre-Cal, and Calculus.

### **MAYOR RESPONSABILITIES AND DUTIES**

**Teaching:** The teacher is responsible for teaching the content at each grade level assigned by the administration. In implementing that assignment, the teacher is to:

- Teach regularly scheduled classes as assigned.
- Be informed about students' academic, social, spiritual, and behavioral needs.
- Employ instructional methods, means, and aids to provide interesting, effective, and enthusiastic teaching/learning.
- May require pivoting to a remote learning format for the whole class or select students as conditions warrant.
- Establishing classroom rules and regulations and ensuring that all students understand the teacher's expectations.

### **Teaching tasks include:**

- Adequate preparation for each class, including meeting objectives for each assigned curricular area.
- Following the Scope and Sequence, Course and Unit objectives, and textbooks as provided or modified with the school administration's permission.
- Maintaining all records as required by the school.
- Teaching with methods and style consistent with the school's philosophy and the curriculum's goals.
- Following the school's policies in instruction, homework, discipline, attendance, methods, and procedures to maintain an effective educational climate and the desired academic results.
- Attending and participating in scheduled meetings, in-service days, conferences, workdays, and other assigned professional duties.
- Keeping the principal informed of students' progress in the classes, including the needs of the students, the needs of the teacher, and the need for instructional materials.
- Following the master schedule in the time management of the school day, including the specific functions required in those assigned times.

- Providing adequate supervision for assigned students in the classroom and common areas of the school to ensure the students' health, safety, and well-being.
- Maintain active communication with parents initiating contact when appropriate and responding to parent communication in a timely manner.
- When required, make adaptations following the IEP provided by the Special Ed.

**Non-teaching tasks/responsibilities include:**

- Maintaining all additional records as they pertain to the management of the School and its resources as required by the school administration (inventory/materials/supplies).
- Providing proper supervision of students in all school activities.
- Attending school events as required and supporting the total operation of the school, one's colleagues, and the school student body.
- Maintaining required professional development and credentials and furthering one's professional competence by being involved in professional growth activities.
- Coordinates field trips and special events as needed.
- Serves on the accreditation team and contributes to self-study reports as needed.
- Attends one student retreat every year.
- Mentors students who demonstrate the need for adult support and advocacy.
- Meeting other requirements and obligations of the school as indicated by the administration.

**Date to Assume Duties:** July 31, 2023.

**Deadline for Submitting Application:** Until position is filled.