**Union School District**

**Job Description**

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

**Reports To:** Principal

**FLSA Status:** Exempt

**JOB SUMMARY**

This position is responsible for providing educational services in mathematical education to students (grades 7-12) in a classroom setting. The teacher instructs students, maintains student discipline and is responsible for student academic achievement.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Designs a program of study in mathematics that meets the individual needs, interests and abilities of students and meets the requirements of the District curriculum and state standards.
3. Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the District.
4. Utilizes a variety of instructional techniques and instructional media for mathematics, consistent with the needs and capabilities of the individuals or student groups involved
5. Prepares and administers formative and summative assessments to measure student abilities and progress.
6. Assists in the selection of curriculum, equipment, and other instructional materials for the mathematics department.
7. Plans and prepares relevant assignments for educational assistants.
8. Instructs students and assigns relevant homework.
9. Grades papers, assignments, and assessments promptly and accurately.
10. Prepares report cards and progress reports.
11. Facilitates conferences with students and parents.
12. Completes required paperwork accurately and in a specified time and manner.
13. Maintains accurate and regular data on students in areas of attendance, grades, and IEP progress, if applicable.
14. Proctors state assessments and scores alternative assessments based on state standards.
15. Supervises students in hallways before, after and between classes, in library, common areas, and at special events, ensuring safety and security.
16. Assists administration in implementing policies and rules governing student life and conduct.
17. Works to establish and maintain open lines of communication with students and their parents concerning academic and behavioral progress.
18. Takes all responsible precautions to provide for the health and safety of all students and to protect District equipment, materials and facilities.
19. Appropriately maintains and secures confidential records and inquiries.
20. Maintains appropriate certifications and training hours as required.
21. Works collaboratively with other members of the staff in planning instructional goals, objectives, curriculum and instructional methods.
22. Professionally represents the school and the District in interactions with parents, community, staff and students.
23. Complies with applicable District, state, local and federal laws, rules and regulations.
24. Attends work regularly and is punctual.

**MARGINAL DUTIES AND RESPONSIBILITIES**

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Attends in-service trainings.
2. Attends staff meetings.
3. Sanitizes and cleans all laboratory equipment.
4. Substitutes for other teachers, as necessary.
5. Reports issues to authorities as necessary (animal control, suspicious activity etc.).

**SUPERVISORY RESPONSIBILITIES**

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

**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.

* Bachelor's degree (B.A. or B.S.) from four-year college or university required. Master’s degree (M.A. or M.S.) strongly preferred. Must be highly qualified under the reauthorized ESEA. Prior successful experience teaching mathematics to students in a school setting strongly preferred.
* Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others’ ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with and teach adolescent students.
* Ability to communicate fluently in English both verbally and in writing. Ability to read, analyze, and interpret common scientific and technical journals, and other complex documents. Ability to respond to common inquiries or complaints from students, staff, and parents. Ability to read and interpret documents such as safety rules, IEPs, procedure manuals and governmental regulations. Ability to write routine reports, e-mails, and correspondence.
* Ability to apply principles of advanced calculus. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
* Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, and graphs). Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
* General knowledge of computer usage and ability to use, e-mail, internet and word processing software, order processing and spreadsheets. Ability to type accurately and proficiently.
* Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of adolescent students. Possesses knowledge of effective behavior management methods. Ability to meet time lines and exercise good judgment while working in a dynamic environment.
* Certificates as determined by the District including meeting current highly qualified requirements under the reauthorized ESEA. Must have a valid teacher's license and a mathematics endorsement through the Teachers Standards and Practices Commission (TSPC), CPR/First Aid card, and Oregon Driver License.

**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 walk, stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

**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.

The work environment is a standard mathematics classroom setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions, outdoor weather conditions, and risk of electrical shock and vibration. The employee may be exposed to toxic or caustic chemicals during laboratory activities. The employee may be exposed to bloodborne pathogens.

**OTHER**

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA Prepared Date: September 2014

I have read and understand this job description.

**Signature: Date:**

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