Job Title: HS Math Teacher
Date: April 2019
Status: Full-time and Part-time Exempt
Schedule: Monday-Friday 7am -4pm
Reports to: Principal
Environment: Professional /Office

Position summary: The HS Mathematics teacher works in collaboration with current Metro teachers to facilitate student learning in a performance-based environment targeting college readiness in mathematics for 9th through 12th grade students from a variety of schools. The teacher is an expert user of electronic communication and is enthusiastic about using existing and emerging technologies to enrich the educational experience of students and the professional environment of the school.

Key responsibilities/outputs:

Teaching and Advising
- Help students grow into solid, independent thinking citizens
- Establish and communicate clear objectives for all learning activities
- Prepare classroom for class activities
- Instruct and monitor students in the use of learning materials and equipment
- Use relevant technology to support instruction
- Provide appropriate feedback on work
- Encourage and monitor the progress of individual students
- Manage student behavior in the classroom by establishing and enforcing rules and procedures
- Maintain discipline in accordance with the rules and disciplinary systems of the school
- Apply appropriate disciplinary measures where necessary
- Perform duties including student support, counseling students with academic problems and providing student encouragement

Curriculum
- Design and implement curriculum for students at a variety of mathematical skills levels and backgrounds.
- Facilitate student learning with emphasis on student-centered lessons.
- Create robust lessons to enhance student engagement.
- Adapt curriculum to a STEM/21st century learning environment.
- Establish and communicate clear objectives for all learning activities.
- Provide a variety of learning materials and resources for use in educational activities.
- Identify and select different instructional resources and methods to meet students' varying needs.

Administrative and Other Duties
- Observe and evaluate student's performance and development
- Assign and grade class work, homework, tests, and assignments
- Maintain accurate and complete records of students' progress and development
- Update all necessary records accurately and completely as required by law, district policies and school regulations
- Prepare required reports on students and activities
- Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations
- Participate in department and school meetings, parent meetings
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs
• Keep updated with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities
• Perform other duties as assigned by the Principal.

Essential skills/experience:
• Provide services that implement the educational mission of Metro Early College High School.
• Work collaboratively with other instructors to construct and maintain a high quality-learning environment.
• Work collaboratively with students and their families to optimize learning.
• Provide personalized instruction & coaching to students. Conducts on going assessment of student progress and adjusts instruction & coaching accordingly.
• Counsel each student regarding his/her academic & behavioral progress.
• Implement all institutional policies.
• Knowledge of laws, legal codes, and government regulations.

Key Competencies:
● Self-motivation
● High energy level
● Verbal and written communication skills
● Attention to detail
● High work standards
● Problem solving
● Decision making
● Organizing and planning
● Critical thinking
● Stress tolerance
● Flexibility and adaptability
● Initiative

Outcomes: This position will be evaluated, in part, based on the following outcomes:
• Execution and completion of all responsibilities related to classroom work, and other responsibilities as assigned.
• Completion of projects in a timely manner, and acceptable resolution of project related issues.
• Feedback from the principal, teachers, students, parents, and other school employees.

Education and Experience:
• Bachelor’s degree or higher from an accredited institution
• Meet professional teacher education requirements of school, district, state
• Single subject teaching credential or certification if teaching a specialized subject
• State certification
• Relevant teaching experience
• Knowledge of relevant technology – Learning Management System, (Schoology), Google Apps, Virtual Meeting Room (Adobe Connect), Online School; Online meetings, iPad Apps – teaching content, testing software (AIR, MAPs) for standardized testing, office equipment such as copiers and printers
Work Environment:

This position works within an educational environment. Professionalism and discretion are required. The noise level will vary depending on the daily activity. It, at times, is very quiet in the classroom but often, as in the cafeteria and/or school assemblies, is moderate to very loud.

By signing below, both parties indicate that they have reviewed and understand the job description as provided.

__________________________  ________  _________________________  _______
President                      Date                      Employee                      Date

We are an Equal Opportunity Employer. This is a non-smoking environment. This job description is designed to be a good representation of the job requirements by is not a comprehensive listing of activities, duties or responsibilities required of the employee.