

Cape Girardeau Public School District No. 63
Job Description

Job Title: Math Teacher

Terms of Employment: 9 month contract; 183 days

FLSA Status: Exempt

Reports to: Principal

Brief Description of Position:

The Math teacher is responsible for facilitating the learning of the pre-algebra and algebra I for every student by creating a stimulating learning environment in which every child is expected to reach their own academic potential.

Required Qualifications:

- Bachelor's degree in Math Education
- Valid Missouri Teaching Certificate
- Strong mathematical content knowledge
- Pedagogical knowledge that accentuates conceptual knowledge, and critical and reflective thinking
- Excellent oral and written communication skills
- Skilled in human relations, leadership and conflict management
- Knowledgeable of teaching techniques that meet the diverse needs of students
- A high ability to work collaboratively with teams and nurture relationships
- An aptitude for mentoring and fostering teacher-student relationships
- Demonstrated skills in computer word processing, spreadsheets and data bases
- Proficient computer skills

Preferred Qualifications:

- Master's degree with at least 18 credit hours in math
- Working knowledge of Professional Learning Communities

Essential duties and Responsibilities:

- Review data to make instructional decisions to address student weaknesses
- Prepare and deliver focused math instruction in small group setting
- Utilizes instructional management systems which increases student learning and maximizes time on task
- Communicates effectively within the educational community and with parents on a regular basis
- Monitor and maintain accurate records on student achievement, articulating the progress and success
- Provide explicit, scientifically based instruction to small groups of students
- Assist in the scheduling and assignment of students to the program
- Promotes and maintains positive pupil-teacher-parent relationships
- Strong commitment to help all children succeed
- Adhere to the teacher code of conduct
- Maintains professional work habits
- Participate in training as required - attendance to additional training outside designated schedule
- Perform other job related duties as assigned by the Principal

Hazards:

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between schools will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Subjected to odors, mists, dust, plant parts and poor ventilation.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.
- Possible exposure to communicable diseases.
- Travel between locations will cause exposure to hazardous driving and walking conditions.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: August 2013