

**MAPLE RUN UNIFIED SCHOOL DISTRICT**  
**Job Description**

**Job Title:** 5-8 Math Teacher  
**Job Group:** Educator  
**Reports to:** Principal

**Summary:** Creates grade appropriate programs and a positive class environment that motivates pupils to develop skills, knowledge and attitudes, according to each pupil's ability, in order to develop a solid foundation for continued learning. Embraces and implements programs and activities in support of middle level philosophy and best practices. Establishes effective relationships with students, parents, staff and community members to enhance learning opportunities.

**Essential Duties and Responsibilities:** *Other duties may be assigned.*

1. Plans and delivers classroom instruction by:
  - a. Developing and translating meaningful lesson plans, units of study, and instructional materials into developmentally appropriate learning experiences that engage students in increasing their knowledge and skills (consistent with Common Core Standards).
  - b. Providing individualized and small group instruction and adapting the curriculum to the needs of each pupil.
  - c. Planning and conducting activities that balance and provide opportunities for observation, questioning, and investigation.
  - d. Ensuring all students are making progress toward established learning outcomes.
  - e. Employing educational strategies to improve the development of analysis, synthesis, and evaluation skills, language, cognition, and memory.
  - f. Planning and coordinating the work of employees, parents, and volunteers in the classroom and on field trips.
  - g. Establishing, teaching, and maintaining an effective learning atmosphere consistent with accepted school wide discipline procedures.
2. Assesses and monitors learning by:
  - a. Using a variety of assessment methods and adjusting instruction according to individual student needs.
  - b. Evaluating pupils' academic and social growth; keeps appropriate records and prepares progress reports on time.
  - c. Completing all Common Local Assessments in a timely manner and meeting data entry requirements.
3. Collaborates effectively with school staff by:
  - a. Being respectful and considerate of others; exhibits positive attitude and actions.
  - b. Reporting to work as assigned and is ready to begin work on time.
  - c. Maintaining confidentiality.
  - d. Following school policies and practices, instructions, and guidelines.
  - e. Demonstrating flexibility and ability to adapt to change.
  - f. Operating and caring for district equipment, property, and facilities in an appropriate manner.
  - g. Providing content expertise for colleagues.
  - h. Meeting regularly, at least weekly, with colleagues to focus on student learning needs.
  - i. Serving as a mentor, teacher leader, or providing training to others.
  - j. Actively participating in learning opportunities (i.e.: scheduled faculty meetings, vertical team meetings, student meetings, academic coursework, and in-service meetings.)

4. Communicates regularly with parents outside normal classroom day by means of newsletters, notes, phone calls, e-mails, conferences, etc.
  - a. Identifies pupil needs, makes appropriate referrals, and develops strategies for individual education plans.
  - b. Is available to students and parents for education-related purposes outside the instructional day.
5. Maintains accurate and complete student records and prepares reports on children and activities as required by laws, district policies, and regulations.
6. Instruct students in citizenship and basic subject matter using current best practices and as specified in state law, administrative regulations, procedures of the school, and district.
  - a. Runs an advisory section of middle school students.

**Supervisory Responsibilities:** Oversees the work of classroom employees, students, and volunteers. Monitors student discipline through an appropriate classroom management program.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** Bachelor of Arts degree. Graduate degree in mathematics preferred.

**Certificates, Licenses, Registrations:** Valid Vermont Teaching License (Middle Level Mathematics, Grades 5-9). Multiple middle level endorsements preferred.

**Language Skills:** Ability to read, analyze, and interpret textbooks, periodicals, professional journals, technical procedures, and/or governmental regulations. Ability to write lesson plans, reports, correspondence, and procedures and the ability to effectively present information and respond to questions from students, parents, staff, and the public is essential. Ability to use a variety of assessments for student work is required.

**Mathematical Skills:** Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to work with mathematical concepts such as probability and statistical inference, fundamentals of algebra, and geometry. Ability to use a variety of assessments for student work.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Other Skills and Abilities:** Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on school and supervisory union objectives and the needs and abilities of assigned students. Ability to establish and maintain effective relationships with students, peers, and parents; skilled in oral and written communication. Ability to perform duties with awareness of all supervisory union requirements and Board policies.

**Physical Demands:** The physical demands described here represent 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 frequently required to stand, walk, sit, kneel, bend, talk, and hear. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. such as boxes of books and carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by the job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff. The incumbent must demonstrate manual dexterity to perform technology related assignments.

**Emotional Demands:** The individual must be able to work with others in a collegial and cooperative manner, model best behavior, must show above average interpersonal skills and follow directions of school leadership.

**Work Environment:** The work environment characteristics described here represent those 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 noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

**Terms of Employment:** Per Professional Staff Master Agreement

**Evaluation:** Per Professional Staff Master Agreement

**Revised:** 4/8/19

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned and are performed by the individuals currently holding this position.*