

The Academy of Our Lady of Peace
Middle School Math
(updated June 2021)

DESCRIPTION OF POSITION

This position is for a middle school math teacher. Under the general supervision of the School Principal and in constant collaboration with grade level teachers, the educator will facilitate student success and growth in academic and interpersonal skills through implementing school approved curriculum; documenting teaching and student progress/activities/outcomes; addressing specific educational needs of individual students and by creating a flexible, safe and optimal learning environment; and providing feedback to students, parents and administration regarding student progress, expectations, goals, etc.

HOURS

The teacher shall report each day school is in session or when so required by the principal, and shall remain until all students are dismissed. The school year runs from September 1 to June 30th.

- If the position is considered full time the day begins at 8:00 and ends at 3:10. Part time hours will be assigned by the principal based on student needs
- Teachers should be prepared to provide a schedule of time before and after school to provide additional support to students as needed

PREFERRED REQUIREMENTS

- Bachelor's degree in Elementary or Secondary Education
- Certification in Middle School Math or equivalent
- Experience working at the middle school level
- High level communication and interpersonal skills to work with students and parents
- Interest in providing students a nurturing classroom environment while maintaining very high standards
- Experience teaching in a technology rich environment and/or through distance or virtual learning
- Knowledge of middle school math curriculum and concepts

JOB RESPONSIBILITIES

- Provide consistent, meaningful math instruction based on curricular materials provided by the Academy
- Make programmatic suggestions to support the continued growth and success of the middle school math program
- Promotes a classroom environment that is safe and conducive to individualized and small group instruction, and student learning
- Ensures that students conduct conforms with the school's standards and school district policies, and establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom
- Coordinates with other middle school professional staff members, especially within grade level, to provide consistent and meaningful instruction based on grade level content standards

- Conducts ongoing assessment at the direction of the grade level teacher and school principal to assess student learning and progress
- Modifies instruction on the spot to provide individualized instruction to students
- Organizes and maintains a system for accurate and complete record-keeping, grading, and reporting for all student activities, achievement and attendance as required by school procedures
- Creates meaningful lesson plans based on school curriculum and materials
- Communicates with parents and incorporates opportunities for parents to take an active role in student learning
- Attend teacher pre-service meetings, in-service meetings, parent-teacher conferences, Home-School Association meetings, and other school functions as designated by the Principal
- Perform other duties as assigned

PHYSICAL DEMANDS

- Able to stand for at least 50% of assigned instructional time and for the duration of coverage of lunchroom or recess
- Able to move around the classroom and other areas in the building where students are gathered to monitor and assist students
- Sit, kneel or bend to work with a students who are seated at a table or desk
- Accompany students as they move through the building, including up and down stairs
- Move/carry books and other items needed for instruction
- Move chairs/desks when needed
- Perform physical tasks required to maintain a neat and orderly classroom environment
- Write or type on a regular basis