



Job Title: Math Teacher
Pay Grade:
Reports To: Principal

FLSA Status: Exempt
Employment Status: At Will
Date Created/Updated: 3/6/2017

General Responsibilities

Candidate is responsible for planning, organizing, and presenting activities contributing to educational, social, and physical development of students to enhance their self-worth and equip them with the basic knowledge, skills, and abilities needed to function in society. Considerable judgment, tact, patience, sensitivity, and flexibility are required to deal with students from varied socioeconomic backgrounds and learning styles. This position requires creativity and adaptive thinking to match teaching objectives, learning strategies, and instructional plans with students' abilities. Must be committed to Katherine Anne Porter School vision, mission, and core values.

Qualifications

Bachelor's Degree (required)
Valid Texas Teaching Certification (preferred)
Criminal Justice Fingerprint/Background Clearance

Skill Requirements

This position requires the ability to apply knowledge of current education and instructional theories, methodologies, techniques, and principles, knowledge of subject matter, and knowledge of state, local, and federal laws and regulations affecting the lives and education of students.

Strong understanding of social and emotional needs, development and learning.

Ability to establish and maintain a positive classroom culture which supports the learning of all students.

Candidate must have the ability to communicate effectively using a variety of media, work with others as a team, organize and maintain records, manage time and resources effectively and efficiently, and evaluate performance and provide constructive feedback.

Willingness to be flexible and to go above and beyond to meet the needs of the KAPS' students.

Performance Requirements

- Provide instruction to a class, individual students, or groups of students using such methods as oral presentation, demonstration, discussion of homework assignments, answering questions, offering laboratory directions, and games.
- Plan lessons, including activities such as preparing learning objectives and goals, designing tests or exams, studying material, setting up labs, and preparing exams .
- Facilitate learning in the classroom (e.g., maintain discipline; encourage participation; consult with parents, school staff, and other care providers to identify and address social or developmental needs).
- Evaluate student performance.
- Maintain records and document student progress (e.g., record grades and absences, provide progress reports).
- Perform all duties pertaining to area of expertise as required (e.g., early childhood, language, music, physical education, vocational training, safety, and career education).
- Maintain contact with parents in regard to student performance through activities such as parent-teacher conferences, progress reports, letters, and special meetings.
- Maintain professional development through such activities in classes, conferences, seminars, workshops, and professional journals; provide technical guidance to less experienced teachers.
- Work collaboratively with colleagues including Special Education staff in support of student achievement goals and professional development

- Perform various administrative activities (e.g., attend faculty and staff meetings, order equipment and supplies, copy materials, create bulletin boards, take attendance, obtain permission slips, and coordinate department activities).
- Prepare lesson materials, supplies, and equipment (e.g., copy materials, set up audio visual equipment, arrange lab materials).
- Monitor student behavior both inside and outside the classroom (e.g., during class, in hallways between classes, and during assemblies, extracurricular activity meetings or events, fire drills, or other group activities).
- Maintain confidentiality.
- Perform other duties assigned by supervisor.
- Demonstrate behavior that is professional, ethical and responsible.
- Articulate the district's mission and goals to the community and solicit its' support in realizing the school's mission.
- Enforce Katherine Anne Porter School rules and policies.

Physical and Work Environment

Services are generally provided within a standard classroom environment.

Some movement throughout the classroom is generally necessary to facilitate learning (e.g., standing, walking, stooping, bending, sitting, and/or kneeling).

Light lifting of materials and other objects associated with a classroom environment is required (e.g., books, teaching aids, up to approximately 20 – 40 lbs.).

Special Education Teachers may also be required to pick up students, restrain students as needed, and spend large quantities of time on the floor sitting, squatting, and/or kneeling.

Field trips may be made.

Candidate should be willing to contribute directly or indirectly to the development of children both inside and outside the classroom, which may include working hours in addition to the regular school day.

Regular attendance is required for this position.

Personal Work Relationships

Candidate receives administrative supervision and is typically evaluated formally one time per year.

It is expected that less experienced candidates will receive additional guidance on instructional matters and that those with more experience will serve as mentors, providing suggestions, guidance, and assistance as appropriate or necessary.

It is expected that some candidates will be more involved in planning and coordinating departmental activities.

Supervisor may provide detailed instruction regarding changes in policies, procedures, or laws or in reference to unusual circumstances or problems.

Candidate has significant contact with students, parents, and other school staff to provide instruction, offer guidance, exchange information, and develop social skills of students.

Candidate may also maintain contacts within the community to enrich the content of materials and utilize additional instructional methodologies (e.g., take field trips, invite guest speakers).