Job Description: Math Teacher
FLSA Status: Exempt

Department: Curriculum and Instruction
Code:

Location: TBD
Reports to: Principal

Position Type: Full time
Version:

Description of Position: To plan, organize and implement an appropriate instructional program in a secondary learning environment that guides and encourages students to develop and fulfill their academic potential. To help students develop critical-thinking abilities by gaining an understanding of mathematic concepts. Work is performed under the supervision of the principal.

Essential Duties and Responsibilities

Instruction and Assessment: The teacher will deliver the instructional programs in an organized and effective manner by:

- Providing quality work that engages students in learning.
- Writing, speaking and presenting information.
- Knowing how to teach the subject(s) to students.
- Implementing the Mississippi College and Career Ready Standards that reflect the foundational expectations of what ALL students should know and be able to do in each grade.
- Planning, organizing and implementing Challenge Based Learning projects.
- Recognizing and responding appropriately to individual differences in students.
- Differentiating instruction for a variety of developmental stages and ability levels.
- Planning lessons in a logical sequence.
- Teaching upper level mathematics including, but not limited to, Algebra 2, Algebra 3 & Geometry.
- Collaborating with other educators to create the most complete educational environment possible for students.
- Participating in Professional Learning Communities (PLC).
- Administering group standardized tests as required.
- Using a variety of assessment techniques and/or models to evaluate student performance.
- Participating in the referral process for students being referred for Child Study.
- Utilizing technology and the devices as a tool in the teaching and learning process.
- Providing an environment that is safe, orderly, hazard-free, and conducive to learning.
- Consistently implementing approved disciplinary actions to allow for effective instruction and classroom management.
- Relating to parents and other community members in a positive and helpful manner.
- Participating in school and district professional development in order to support school improvement and
support student learning.

- Attending staff meetings and serve on committees as required.
- Enforcing rules and regulations as stated in the teacher and student handbook.
- Adhering to policies and procedures established by district, state, and federal guidelines.
- Maintaining accurate and complete records.
- Performing other duties as assigned.

Qualifications and Education Requirements

- Bachelor’s Degree from an accredited College/University
- Minimum Class “A” Mississippi Teaching Certificate
- Required endorsement(s) to be “Highly Qualified”

Preferred Skills

- Works effectively in groups and becomes a team player.
- Deals with conflict effectively.
- Engages and motivates students to do their best.
- Possesses adequate knowledge of their content area(s).
- Has the basic understanding of technology.
- Communicates with staff, students, parents and community effectively.
- Takes the initiative to be a continuous learner.
- Provide high level instruction through the use of technology & other best practices.

All employees hired by the school district must pass a criminal background and child abuse registry check.

Reviewed By: Candy Mize Date: 4-24-16
Approved By: Date:
Last Updated By: Candy Mize Date/Time: 4-24-16

Employee Statement of Understanding

☐ I have read and understand the job description for my position. I am able to perform all the essential functions of this position. I agree to comply with the Oxford School District policies and all laws, rules, regulations, and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the laws or the standards to my immediate supervisor. As an employee, I will strive to uphold the mission and vision of the Oxford School District. All employees are to adhere to the values and ethical standards of the Mississippi Educator Code of Ethics.

__________________________________________  ____________________
(Signature)                                                                 (Date)
Oxford School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, age disability or veteran status in its programs and activities.