

Imlay City Schools Position Description

Position Title	Middle School Math	Department	Secondary Education
Reports To	IC Middle School Principal	Approved By	Superintendent
Date	March 2026		

Position Available: 2026–27 School Year
Start Date: November 2, 2026 (due to retirement)

SUMMARY: The Middle School Teacher assists students in learning the subject matter and skills that will contribute to their math development as mature, able, and responsible men and women. Additionally, the individual in this position will contribute to the social, physical, and intellectual growth of middle school students, establish and maintain effective rapport and communication with students and families, motivate students through engaging and differentiated classroom instruction, and contribute to a positive, safe, and respectful overall climate and culture as a middle school employee.

QUALIFICATIONS

- In-depth understanding of a Multi-Tiered System of Support (MTSS)
- Thorough understanding of Positive Behavioral Intervention and Support (PBIS)
- Excellent oral and written communication skills
- Demonstrated ability in group processes, shared decision-making, and team participation.
- Possess Strong organizational and time management skills.

QUALIFICATION, EDUCATION, and/or EXPERIENCE:

- Bachelor's degree in Elementary or Secondary Education, or an alternative route to teaching certification program
- Must be highly qualified in the math subject area, which includes
 - A valid Michigan teaching certificate
 - Grade bands K-8, 5-9, or 7-12
 - An EX Math Endorsement

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Teaches district-approved curriculum.
- Creates a classroom environment conducive to learning and appropriate to students' maturity and interests.
- Plans a program of study, lessons, and materials that meet the individual needs, interests, and abilities of the students
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assists the administration in implementing all policies and rules governing student life and conduct, establishes reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and equitable manner.
- Assesses students' accomplishments regularly and provides progress reports as required.



- Identifies student needs and seeks out support from appropriate staff for support, referral to a Child Assistance Team, or Special Education referral on a regular basis.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
- Plans and coordinates, where appropriate, the work of para pros, parents, and volunteers in the classroom and on field trips.

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, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- **LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from staff, parents, and the general public.
- **MATHEMATICAL SKILLS:** Ability to work with mathematical concepts, use problem-solving skills, and handle computer system-related tasks.
- **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 programs; ability to plan and implement lessons based on school objectives and the needs and abilities of students. Ability to establish and maintain effective relationships with students, peers, and parents; skill in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those required of an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk, or hear. The employee is required to stand, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level in this environment is moderate to loud, depending on the activity and the time of day, and the location. Duties are performed indoors and occasionally outdoors.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties, and additional duties may be assigned.

