



MOUNTAIN EDUCATION

Job Description

Position Title: Teacher - Math	
Division/Department: Teaching and Learning	Evaluation Instrument: Teacher Eval
Pay Grade: \$42/hour	Employment Basis: Part-Time, As Needed
Reports To: Principal	
MINIMUM QUALIFICATIONS	
<p>Education: Bachelor's degree in Education or related field</p> <p>Certification: Valid Georgia teaching certificate. Professionally qualified according to ME standards.</p> <p>Experience: Ability to relate well to students, parents, and co-workers</p> <p>Such alternatives to the above qualifications as the Board may find appropriate and acceptable</p>	
GOAL STATEMENT	
To provide support as a professionally qualified content area expert to all students by engaging with them, ensuring that students are making academic progress while guiding them through mastery learning of the GA Standards of Excellence.	
DUTIES & RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. It is the expectation of ME Administration that teachers interact and formatively assess each student approximately every 20 minutes to ensure that the student is progressing in their coursework. 2. Teachers are expected to facilitate best practices in their classroom at all times. This includes teachers walking around the classroom, being actively engaged with all students, working one-on-one with all students, and differentiating based on student needs. 3. Teach one or more subjects in the school, and within the framework of the goals established by the school system; plan and implement appropriate long and short-range objectives for each assigned course. 4. In the spirit of continuous improvement, faithfully participate in the system and local efforts of professional learning; teachers will utilize and implement skills and best practices obtained in professional learning in the classroom to raise the achievement of students. 5. Effectively instruct students in subject matter, utilizing various teaching methods such as lecture, demonstration, technology and other materials to supplement presentations. 6. Promote student engagement in learning by continually assessing student abilities as it relates to desired educational goals, objectives and outcomes. 7. Support students with encouragement. 8. Utilize time efficiently. 9. Effectively manage the behavior of learners to ensure the environment is conducive to the learning process and assist in the management of student behavior in other parts of the school and school grounds. 10. Work in a self-contained, team, departmental or itinerant capacity as assigned; teachers will work collaboratively in horizontal and vertical teams on a frequent basis to review assessment data and modify instruction to improve student achievement. 11. Maintain up-to-date and accurate student grade records and attendance records. 12. Ensure continuous communication with parents, both written and oral, to keep them informed of student progress and behavior. 13. Support and/or participate in school-wide student activities, social events and fundraisers. 14. Effectively supervise teacher assistant performance, if applicable. 15. Participate in facility and professional meetings, professional learning and other training working through the Superintendent and/or Director of Teaching and Learning and apply concepts learned in the classroom to increase student learning. 16. Contribute to an atmosphere of harmony and good will in the workplace. 17. Follow professional practices consistent with school and system policies in working with students, student records, parents and colleagues. 18. Adhere to the Code of Ethics for Educators in Georgia, as established by the Georgia Professional Standards Commission. 19. Meet the performance and behavioral expectations of the Superintendent. 20. Follow federal and state laws, as well as Board policies. 	
GENERAL DUTIES	
<ol style="list-style-type: none"> 1. Supervision of students in an ME setting. 2. Ensure the integrity, accuracy, and security of all records. 3. Maintain a high level of ethical behavior and confidentiality of information. 4. Maintain a pattern of prompt and regular attendance and perform all duties as assigned effectively and efficiently. 5. Participate in professional learning as assigned. 6. Communicate clearly and concisely, both orally and in writing. 7. Demonstrate appropriate verbal, written, and telephone communication skills. 8. Complete routine tasks with little or no direct supervision. 9. Able to perform tasks involving periods of standing, walking, and sitting. 10. Able to perform the essential job functions with reasonable accommodations. 	

11. Perform other duties as assigned.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be responsible for as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed - even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. It should also be noted that the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: February 2025