



# Mobile County PUBLIC SCHOOLS

## Job Description Title – MATHEMATICS TEACHER

**SUPERVISED BY/REPORTS TO:** Principal or his/her designee

**FLSA Designation:** Exempt

### **QUALIFICATIONS:**

- Bachelor's Degree or higher from an accredited college or university. Math, Statistics, Mechanical Engineering Majors preferred.
- Valid Alabama teaching certificate in the grade level, subject area(s) assigned.
- Ability to be punctual and maintain regular attendance.

### **KNOWLEDGE:**

Familiarity with and the ability to use mathematical terminology. Basic subject matter of mathematics; principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of secondary students.

### **LANGUAGE SKILLS:**

Ability to communicate fluently in English, both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students, parents, and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as the Alabama Course of Study, safety rules, Individual Education Plans (IEPs), operating and maintenance instructions, procedure manuals, governmental regulations, professional journals, and any other instructional documents deemed necessary to carry out the requirements of the job. Teachers on alternative certificates should learn these processes as soon as possible. Ability to write routine reports and correspondence that conform to prescribed style and format.

### **INTERPERSONAL SKILLS:**

Works well with others from diverse backgrounds and cultures. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Ability to effectively present information and respond effectively to questions in one-on-one situations and promotes positive interactions with other faculty members. Teachers should be sure that all their social media accounts are professional and appropriate and refrain from using videos, pictures or mentioning students on social media. Responding or commenting to social media posts should be avoided.

### **REASONING ABILITY:**

Ability to identify and define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions.

### **COMPUTER SKILLS:**

General knowledge of computer usage and ability to use email, internet software, and word processing software. Must learn other software used by the district.

### **PHYSICAL REQUIREMENTS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

While performing the duties of this job:

The employee is regularly required to speak and listen. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, and extend with hands and arms for keyboard usage and video display terminal. The employee is occasionally required to stoop, kneel, or squat. The employee may regularly lift and/or move up to 25 pounds and occasionally lifts to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to focus, and peripheral vision.

#### **PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:**

1. Demonstrates knowledge of the prescribed curriculum, current educational research, and technological tools to address student learning styles and achieve meaningful and measurable outcomes in accordance with course of study guidelines and student objectives. Exhibits skills in implementing the best instructional practices and varied teaching methods (i.e., individual, small group, remedial instruction), by using a variety of appropriate instructional and learning strategies, activities and materials.
2. Actively establishes and maintains appropriate student supervision so that students have a safe, orderly, effective, and productive environment. Utilizes a variety of behavior management strategies and techniques, including behavior modification, reinforcement and other positive behavior shaping processes, as needed. Upholds local school and district discipline procedures.
3. Cooperates in school-wide supervision of students for both in-class and out-of-class activities. Actively supervises students in hallways before, after, and between classes, in library, in the cafeteria, bus areas, and at special events, ensuring safety and security.
4. Provides appropriate instruction and modifications for students with special needs, including exceptional education students and students who have limited proficiency in English. Differentiates instruction to meet the needs of diverse students for the purpose of providing an effective program that meets district requirements and able to collaborate with Special Education and ELL teachers.
5. Participates in administration of state and/or standardized testing as assigned; establishes appropriate testing environment and ensures test security.
6. Uses ongoing assessments to monitor and document student progress; interprets and uses data (including but not limited to standardized tests, and other tests results) for diagnostic and instructional planning purposes to provide feedback to all stakeholders, to acquire district support when necessary, and to enhance student achievement.
7. Knowledgeably and responsibly communicates accurate and timely information regarding individual student progress (i.e., newsletters, emails, notes, and phone calls) to all relevant stakeholders.
8. Organizes daily class time so that instruction can be accomplished within the allotted time; develops weekly lesson plans from the MCPSS District scope and sequence and instructional materials provided; translates lesson plans into learning experiences to best utilize the available time for instruction; provides appropriate, detailed instructions/plans for substitute teacher in event of absence. Lesson plans must be made available to local school administration and district staff when requested. Daily instruction should be based on research-based best practices to modify practices for greater student achievement outcomes.
9. Maintains fair, accurate, and timely grading policies, procedures, and attendance. Regularly checks email and updates web pages as required through the technology system provided by the district.
10. Integrates technology to support effective instruction, student learning, and classroom management. Grades papers, assignments, and assessments promptly and accurately.
11. Cooperates in making available time for student help and parent conferences outside of school hours, i.e. immediately before or immediately after) when requested under reasonable terms.
12. Teaches knowledge and skills in math to secondary students utilizing course of study adopted by the Board of Education, and other appropriate learning activities that relate mathematics to the physical world.

13. Evaluates each student's progress in mathematical knowledge and skills; keep appropriate records; prepares, administers, scores, and records results of a variety of criterion-referenced and standardized tests in evaluating student progress; prepare progress reports and report cards, utilizing district standard procedures and deadlines.
14. Assists in the selection of books, equipment, and other instructional materials.
15. Maintains appropriate confidentiality regarding school/workplace matters including social media and online platforms.
16. Maintains and engages in professional growth, adheres to professional standards, and demonstrates professional ethics, sound judgment, and leadership. Attends all required in-service training meetings and workshops. Attends and participates in faculty meetings. Cooperates and collaborates with other staff members in planning instructional goals, objectives, and methods.
17. Reports potential problems, or unusual events, to appropriate administrative or supervisory personnel. Reports incidents (i.e., fights, suspected child abuse, substance abuse, bullying, depression, suicide threats, etc.) for the purpose of maintaining the personal safety of students and employees.
18. Reports personal absences and takes leave in accordance with Board policies and procedures.
19. Adheres to school system rules, administrative procedures, local Board policies, state, and federal regulations.
20. Models' appropriate behavior for students and supports the mission of the school district.
21. Commits to professional behavior with all administrators, teachers, and other members of the school staff.
22. Performs other duties assigned by supervisor, administrator, or principal.

#### **OTHER DUTIES:**

Participates in various student and parent activities of the school, including, but not limited to, PTA or PTO, student clubs, and after school activities.

Creates an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers.

#### **WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

Works in a classroom setting. The noise level is usually low to moderate but occasionally high depending on classroom activities. The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions. The employee may be exposed to bloodborne pathogens.

#### **EVALUATION**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certified Employees. Evaluation will be conducted by the building principal or his/her designee.

#### **TERMS OF EMPLOYMENT**

9-months (187 days) 7 hours per day usually Monday through Friday. Daily work schedule will be determined by the principal or his/her designee. Work assignments and schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

#### **SALARY**

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.