

## **Job Description**

**Position:** Teacher – Middle School Mathematics & Science (2011 Academic Year)

**Reports to:** Principal & Assistant Principal

### **Position description:**

To provide an organized educational atmosphere conducive to student achievement. This person is responsible for organizing and implementing a secular instructional program in Mathematics and Science. All lessons must adhere to Florida, Sunshine State Standards.

### **Primary Responsibilities:**

- Implements instructional activities that actively engage students in meaningful learning experiences.
- Identifies, selects, and modifies methods of instruction and provide accommodations to meet the needs of the students with varying backgrounds, learning styles, and special needs.
- Assists in assessing changing curricular needs and offers plans for improvement.
- Maintains effective and efficient record keeping procedures.
- Provides a positive environment in which students are encouraged to be actively engaged in the learning process.
- Provides after school student tutoring and enrichment on a weekly basis for the duration of the academic calendar, and actively seeks students to participate and benefit from the program.
- Communicates effectively, both orally and in writing with students, parents, and other professionals on a regular basis.
- Collaborates with peers to enhance the instructional environment.
- Models professional and ethical standards when dealing with students, parents, peers, and community.
- Exhibits maturity and sensitivity when addressing student concerns (social, emotional, academic and economic).
- Ensures that student growth and achievement is continuous and appropriate for age group, subject area, and program.
- Establishes and maintains a cooperative working relationships with students, parents, and schools.
- Assumes responsibility for meeting his/her course and school-wide student performance goals.
- Demonstrates gains in student performance.
- Participates in training and presentations.
- Meets professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating.
- Establish and enforce school and classroom rules and procedures.
- Establish, teach, document and enforce subject matter expectations, and instructional calendars

- Performs other duties and responsibilities as assigned by the Principal and Assistant Principal.  
All work responsibilities are subject to having performance goals and/or targets established as part of a performance planning process or as the result of organizational planning.

**Education, Certifications, and Work Related Experience:**

- Bachelor's Degree or higher (Masters Degree preferred) from an accredited college or university
- Florida DOE Certification in one or more of areas of instruction, and/or General Knowledge
- Florida DOE ELL/ESOL Endorsement
- Teaching experience of 3 years or more
- A willingness to teach both Mathematics and Science in a secular educational environment.

**Knowledge-base Requirements:**

- Certified in relevant subject areas
- Knowledge of students in an urban/inner-city learning environment
- Operational knowledge of the Internet and web-related technologies

**Technical Competencies and Skills:**

- Possesses strong oral and written communication skills
- Works independently with little direct supervision
- Works as part of a team
- Accepts responsibility and is self-motivated
- Demonstrates strong work ethic to achieve program goals
- Displays effective multi-tasking and time management skills
- Utilizes all required, available and recommended tools and strategies.

**Working Conditions:**

- Physical Ability: Program may involve periods of physical labor including, but not limited to movement, setup and decoration of classroom or other program areas.
- Tasks may involve periods of time at a keyboard or in a computer lab.
- Tasks may involve periods of time in a low tech/hands-on science lab environment.
- Sensory Requirements: Some tasks require visual perception and discrimination.
- Tasks require oral communications ability.