



## EPSD124 Job Description

### Math Teacher - Middle School

Job ID# 70

<b>TITLE:</b>	Math Teacher, Middle School
<b>LICENSURE:</b>	Valid Illinois Professional Educator License
<b>ENDORSEMENT:</b>	Math Middle School
<b>FLSA STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Building Administration
<b>SUPERVISORY RESPONSIBILITIES:</b>	Not Applicable
<b>EVALUATION:</b>	Job performance will be evaluated annually for non-tenure teachers and bi-annually for tenure staff members.

#### JOB GOAL

The Math Teacher's primary responsibility is the instruction of math to middle school students. Using the District 124 curriculum teachers will provide instruction, addressing a student's individual social, emotional, academic, and physical needs. Teachers will evaluate student progress using multiple and diverse assessments. Clear lines of communication will be maintained throughout the school community.

#### QUALIFICATIONS

- Valid Illinois Professional Educator License
- Math Middle School Endorsement
- Demonstrated aptitude for successful completion of professional responsibilities
- Ability to apply sound educational principals to various classroom situations
- Ability to work well with students, parents, staff, and community
- Know and adhere to the policies and procedures of D124
- Maintain professional standards in behaviors and attitudes
- Adhere to assigned hours and schedule
- Communicate honestly and effectively with leaders and staff
- Resolve conflict in an appropriate manner with students & staff
- Other qualifications deemed necessary by the Board of Education (i.e., certifications/areas of concentration)

#### MAJOR DUTIES & PERFORMANCE RESPONSIBILITIES

The criteria indicated below are intended to describe various types of work that may be performed and are by no means all encompassing. Other duties may be assigned.

- Supports the goals, philosophy, and mission of the district, school, grade level and departmental program
- Guides the learning process toward the achievement of curriculum goals
- Establishes clear objectives for all lessons, units and projects
- Communicates objectives to the students
- Employs instructional methods and utilizes materials that are appropriate for meeting district and state standards
- Evaluates the accomplishments of students on a regular basis using multiple and diverse assessment strategies and provides progress reports as required
- Sets, maintains, and encourages appropriate academic standards for each student
- Assists the administration in implementation of all policies and/or rules governing student life and conduct.
- Develops reasonable rules for classroom behavior and procedure and maintains order in the classroom in a fair and consistent manner
- Maintains records as required by law, district policy, and administrative regulation
- Works to establish and maintain open lines of communication with students, parents, and colleagues concerning both the academic and behavioral progress of all students
- Attends and participates in district, faculty, and department meetings in accordance with district policies, practices, and negotiated agreement
- Cooperates with other members of the staff in planning instructional goals, objectives, and methods
- Assists in the selection of books, equipment, and other instructional materials
- Plans purposeful assignments for teacher aide(s) and/or volunteers and cooperatively discusses job performance with administration
- Creates a classroom environment that is conducive to learning and appropriate for the student

- Establishes and maintains professional relationships
- Demonstrates evidence of professional preparation and knowledge of current practice
- Contributes positively to the total school environment
- Performs duties assigned by the administration in accordance with district policies, practices, and procedures and the negotiated agreement

## **MENTAL DEMANDS**

### **Knowledge**

The employee must have foundational knowledge in a specific field. Ability to read, analyze, and interpret procedures and regulations. Ability to communicate verbally and perform technical writing, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of staff, students, administrators and the general public. Ability to perform duties with awareness of all district requirements and Board of Education policies.

### **Ability**

The employee shall support the district in the communication of the district's mission and goals; engage in the collaborative dialogue with peers; maintain records and prepare reports; read, interpret, apply, and explain policies and procedures; meet the requirements of schedules and timelines; take professional initiative; plan and organize work independently; develop effective staff development; read a variety of materials; efficiently employ differentiated management methods; learn new methods of management through ongoing professional development; ability to work cooperatively and effectively with other certified and non-certified personnel, parents, and community members.

### **Education/Preparation**

The employee shall possess the equivalent of a high school diploma; successful employment in a similar role; successful completion of any applicable proficiency exams; and possess/maintain appropriate current and/or future licensure expectations through the State of Illinois.

### **Reasoning**

The employee must have the ability to solve complex problems in situations where only limited standardization exists. Ability to interpret instructions provided through written and oral form.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to handle or feel instructional and technological resources. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The employee shall possess exemplary oral and written communication skills. The employee shall be proficient with technological aspects of the position, including computing software and hardware, as well as video and camera equipment and software. The employee shall use board approved resources and technology. While performing the duties of this job, the employee occasionally works in a building setting with children, works in outdoor weather conditions, and is subject to noises associated with both an educational environment and other setting such as the gymnasium, lunchroom, library, busses, traffic, construction sites, server rooms, and boiler rooms.

The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.

## **UPDATED**

March 2024