

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Mathematics Teacher (Secondary)

Department: Instruction

Job Description

Date Reviewed: February 2008

Reports To: Building Principal

Purpose of Job

To help each pupil develop competence in basic mathematical skills and an understanding of the structure of mathematics; to motivate each pupil to apply mathematical understanding and skills in the solution of practical problems; to encourage pupils to develop their special talents in the field of mathematics.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Develops lesson plans and appropriate instructional aids stressing laboratory learning methods.
- Demonstrates mathematical concepts using representations such as models, chalk board, overhead projector, and other standard or teacher-prepared instructional aids.
- Design learning activities that will connect the mathematics to the students' physical world, to other content areas, and to prior mathematics concepts.
- Design learning activities that will allow students opportunities to communicate mathematically, orally and written, with others.
- Maintains a standard of performance and conduct consistent with the Code of Ethics of the Tennessee Education Association.
- Instructs students in a citizenship; establishes reasonable rules of classroom behavior and maintains order in a fair and just manner.
- Creates and maintains an inviting, stimulating instructional area with attractive student centered bulletin board displays, learning centers and projects consistent with the physical limitations of teaching area.
- Prepares for classes assigned that in-so-far as possible meets the needs, interests, and abilities of students and shows written evidence of preparation upon request of principal and/or appropriate instructional supervisor.
- Establishes clearly defined objectives for all lessons, units, projects and reports and communicates objectives to students according to individual needs and abilities.
- Shows evidence of using the appropriate courses of study and curriculum guides adopted by the Board of Education.
- Demonstrates a variety of teaching techniques and supplementary instructional materials.
- Selects audio-visual materials that support established instructional objectives which induce teacher-student interaction.
- Maintains and provides upon principal's request accurate, up-to-date, complete, reports and records including an inventory of books, instructional materials, supplies and equipment within the assigned teaching area.
- Identifies pupil needs and cooperates with colleagues and other professionals in helping solve health, attitude and learning problems.
- Provides individualized and small group instruction in order to adapt the curriculum to the needs of each student, to the extent feasible.
- Assists in budget preparation upon request and in the selection of books, instructional supplies, materials and equipment.

- Provides detailed plans for substitute teachers including lessons, schedules, and rules regarding classroom organization and procedure.
- Evaluates and reports on the progress of students according to Board Policy.
- Maintains professional competence through in-service education activities provided by the school system.
- Attends faculty, department and/or grade level meetings and serves on committees upon request.
- Supervises pupils in out-of-class activities upon principal's request.
- Assists the administration in implementing all policies and/or rules and regulations.
- Provides guidance to aides and/or parent volunteers when available.
- Takes all necessary and reasonable precautions to protect the health and safety of students.
- Provides for the reasonable care of equipment, materials, supplies and facilities.
- Assumes responsibility upon principal's request for administering, reports and interpreting standardized test results.
- Performs other duties upon principal's request.

Additional Job Functions

Performs other duties as required.

Terms of Employment

Salary and work year to be established by the board of education.

Evaluations

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Minimum Training and Experience Required to Perform Essential Job Functions

- A valid Tennessee Teacher's Certificate
- A Bachelor's degree from an accredited college or university with certification in appropriate discipline
- Highly Qualified in harmony with the NCLB act of 2001

KNOWLEDGE OF JOB

Considerable knowledge of the policies, procedures, and activities of the school system, and supervisory practices as they pertain to the performance of duties relating to the position. Capability to develop and implement long-term goals. Knows how to keep abreast of any changes in statutes, policy, procedures and methods as they pertain to public education. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public, and other groups involved in the operation of the school system. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS:

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION:

Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to coworkers and assistants.

LANGUAGE ABILITY:

Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE:

Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

VERBAL APTITUDE:

Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE:

Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE:

Requires the ability to inspect items for proper length, width and shape visually.

MOTOR COORDINATION:

Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

MANUAL DEXTERITY:

Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

COLOR DISCRIMINATION:

Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT:

Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress.

PHYSICAL COMMUNICATION:

Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words) (hearing – perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date