

# Secondary Math Teacher for School

## Job Description

**Category:** Teaching & Learning - Teacher

**Department:** Teaching & Learning Department

### General Qualifications:

- Bachelor's degree in Mathematics, Education, or a related field. A Master's degree is preferred.
- Teaching certification or licensure for secondary education in Mathematics.
- Prior experience teaching mathematics at the secondary school level is desirable.
- Proficient knowledge of the secondary level mathematics curriculum, including algebra, geometry, calculus, statistics, and other relevant topics.
- Strong communication, interpersonal, and organizational skills.
- Ability to create an engaging and dynamic learning environment that promotes academic excellence.
- Familiarity with educational technology and its integration into teaching practices.
- A passion for teaching, mentoring, and inspiring students to excel in mathematics.

**Reporting:** Math Coordinator for School

**Job Goal:** The Secondary School Math Teacher, will be responsible for educating students in mathematical concepts, theories, and practical applications in accordance with the curriculum guidelines. The role involves fostering a positive and engaging learning environment, catering to students' diverse learning styles, and ensuring their comprehension and mastery of mathematical principles. Below are the essential functions and responsibilities:

### Essential Functions and Responsibilities

- Curriculum Implementation:
  - Develop and implement lesson plans that align with the prescribed curriculum.
  - Adapt teaching methods to meet the varying needs of individual students and different learning styles.
  - Incorporate technology and innovative teaching strategies to enhance student learning experiences.
- Classroom Management:
  - Create a supportive and inclusive classroom environment conducive to learning.
  - Manage classroom behavior and promote a positive atmosphere for academic growth.
  - Establish and maintain clear expectations and rules for student conduct.
- Instruction and Assessment:
  - Present mathematical concepts using various instructional techniques to facilitate understanding.
  - Assess students' progress through assignments, tests, and projects.

- Provide constructive feedback to students to support their development and improvement.
- Student Support:
  - Offer additional assistance to students who require extra support or enrichment.
  - Collaborate with colleagues, parents, and support staff to address individual student needs.
  - Encourage student participation and engagement in extracurricular math-related activities.
- Professional Development:
  - Engage in continuous professional development to stay updated on educational trends, methodologies, and best practices.
  - Participate in workshops, seminars, and conferences to enhance teaching skills and subject knowledge.
- Administrative Duties:
  - Maintain accurate records of students' grades, attendance, and performance.
  - Communicate regularly with parents or guardians regarding student progress and academic concerns.
  - Participate in faculty meetings, school committees, and other school-related activities.

### **Evaluation Method**

The Secondary Math teacher shall teach the Math Curriculum assigned for its section to the students. The Teaching & Learning Director will drive the evaluation process according to the defined procedure. The KPIs for measuring the effectiveness of the Secondary Math teacher's contribution to the overall function of the school include: *Student Academic Performance (Standardized test scores, Class assessment); Student Engagement and Participation (class participation, attendance rates); Teaching Effectiveness (lesson plan delivery, feedback & support); class Management (Behaviour & Discipline), Professional Development & Contributions (Continued Education, Contribute to School), Parent & Stakeholder Communication (Communication with Parents, Collaboration with Colleagues)*

### **Selection and Appointment Process**

Interested candidates should submit a resume, a portfolio of similar work done, and a cover letter explaining their qualifications and interest in the position. Application instructions and contact information should be included. This Job Description provides an overview of the responsibilities and qualifications for a Secondary Math Teacher at the school. The specific requirements and expectations may vary depending on the school's needs, and the scope of its teaching and learning efforts.