



Position Description

Prepared by: YG	Date: 6/29/18
Approved by:	Date:

Math Teacher

Category: Math Teacher – Grades 6 to 12

Reports to: Principal & Administrator

Exempt Status:	Exempt	FT/PT Status:	FT/year-round
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OVERALL PURPOSE/FUNCTION

The Math Teacher (Grades 6-12) plays a key role in engaging students with the purpose of providing support to the instructional process by serving as a teacher with specific responsibility for supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students’ parents or guardians regarding instructional program and student progress. The successful candidate for this role will have a personal passion for Christian education, maintain a humble spirit of servant leadership, have the ability to ensure that goals are met or exceeded, and be qualified to implement and lead systems with excellence to ensure long-term success.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Knowledge is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies.
2. Schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods.
3. Teach consistently high quality lesson plans and deliver schemes of work and lessons that meet the requirements.
4. Be a role model for students, inspiring them to be actively interested in math.
5. Maintain appropriate records and to provide relevant accurate and up-to-date information.
6. Complete the relevant documentation to assist in the tracking of students.
7. Set expectations for parents and students in relation to standards of achievement and the quality of learning & teaching.
8. Prioritize and manage time effectively, ensuring continued professional development in line with the role.
9. Follow all school policies and procedures.
10. Ensure the effective/efficient deployment of classroom support.
11. Maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behavior, standards of work and homework.
12. Apply assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.
13. Work under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization of resources from other work units is often required to perform the job’s functions.

KEY COMPETENCIES include the following:

- Demonstrates strong initiative.
- Proven ability to prioritize and manage daily workflow.

- Proven ability to multi-task in a dynamic environment.
- Proven ability to be an interpersonal communicator.

QUALIFICATIONS/REQUIREMENTS

Christian Life / Statement of Faith

Employees of Cornerstone Christian Academy must be born-again Christians and exhibit fruit of a relationship with Jesus Christ. They also must be in complete agreement with the CCA Statement of Faith and agree to support and uphold its positions in their personal and professional affairs.

Education and Experience

Bachelor's degree in a related area; Teachers Certification and/or License

Requirements of the Position

Fingerprint and Background Clearance

Physical Demands

Ability to see and hear 100% of the workday. Stamina to productively work all assigned hours. Ability to push, pull, manipulate, carry and lift up to 40 lbs. occasionally during the workday.

PRIMARY INTERFACES

Internal: Reports to the Principal and Administrator. Has frequent interaction with other staff members throughout the organization.

External: Frequent contact with prospective, current, and past families. Occasional but infrequent contact with industry peers.

This job description reflects the current assignment of essential functions, and is not meant to be all-inclusive. Duties and responsibilities may be assigned or reassigned to this job at any time, and may be modified to reasonably accommodate an individual with a disability, or for other reasons.