

Our Lady of Perpetual Help Catholic School  
Middle School Mathematics Teacher Job Description

### Job Summary

Position is responsible for creating a classroom environment that develops in each student higher level math skills using creative lesson planning, differentiated instruction, and an adherence to meeting relevant learning standards. This teacher is responsible for math instruction, curriculum development in mathematics, and extended classroom activities associated with mathematics in grades 7 and 8 including offering Algebra I. This position comes under the direct supervision of the parish pastor, school principal, school assistant principal, and his or her designees.

### Essential Duties

1. Teaches content and skills in mathematics to middle school students in Grade 7 through Grade 8.
2. Instructs students in citizenship and basic subject matter specified in the Student and Parent Handbook for Our Lady of Perpetual Help Catholic School.
3. Adapts materials and methods to develop relevant sequential assignments and lesson plans that guide and challenge students.
4. Develops lesson plans and supplementary materials compatible with the school's instructional philosophy and congruent with course standards; provides individualized and small group instruction to adapt the curriculum to the needs of each student and subgroups of students.
5. Evaluates academic and social growth of students, prepares report cards, keeps appropriate records to include attendance reports, checklists, and other recordkeeping activities as necessary.
6. Encourages students to think independently and to express original ideas.
7. Evaluates each student's progress in meeting the Common Core Standards for Mathematics.
8. Establishes and maintains standards of student behavior needed to provide an orderly, productive classroom environment.
9. Identifies student needs and cooperates with other professional staff members in assessing and helping students solve learning, health and behavioral problems.
10. Communicates with parents, school counselor, and administrators on student progress.
11. Supervises students in assigned out-of-classroom activities during the working day.
12. Participates in faculty committees and the sponsorship of student activities.
13. Administers testing in accordance with school policies.
14. Models nondiscriminatory practices in all activities.

### Other Duties

1. Maintains professional competence by attending faculty meetings, staff development programs, curriculum development meetings and other professional activities.
2. Participates in various student and parent activities which occur in school including Home and School meetings, student clubs and after-school activities.
3. Creates an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers.
4. Works positively and cooperatively within the Middle School Team to complete multi-discipline and multi-grade activities.
5. Performs any other related duties as assigned by the principal or other appropriate administrator.
6. Reports any circumstances of child abuse or neglect directly to the Tennessee Department of Human Services as instructed during staff training.

### Minimum Qualifications:

Must possess a bachelor's or master's degree in education or a related field. Must be eligible for or possess Tennessee Teacher Licensure. Must possess ability to communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, & the public.

### Knowledge, Skills, and Abilities:

- Knowledge of the basic teachings of the Catholic Church.
- Knowledge of child development, learning and behavior.
- Able to manage student behavior.
- Able to communicate effectively in both written and verbal form.
- Able to work well with others in a school community.
- Skill in handling multiple tasks simultaneously.
- Skill in job appropriate technology.
- Skill in critical thinking and planning.

### Working conditions:

- Required to manage moderate levels of stress.
- Required to work a minimum of a half school day.
- Required to work in standard school conditions.

### Mental/Physical Demands:

- Required to lift or carry supplies, textbooks, furniture, and equipment at a minimum of 35 pounds.
- Required to maintain composure and avoid inappropriate displays of emotion.
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis.
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading.
- Required to monitor students in a variety of locations including those with noise, activity, and inclement weather.

All employees must adhere to the Diocese of Memphis code of conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees. Tasks or assignments may be added or removed from the job description by the pastor or an administrator at any time, without prior notice.

### **Please contact for more information:**

Cristy Sneed, Principal

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