

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

8/81	<u>TEACHER, MATHEMATICS, SECONDARY</u>	1.4.9.1A
Effective Date	Job Title	Index

1. Primary Function: Instructs students in the skills, application, and structure of mathematics commensurate with the level of course assignment(s).
2. Responsible to: Building Principal or Designee.
3. Assigned Responsibilities:
 - 3.01 Selects or designs and uses planned sequences of instruction to meet the intent of the course objectives.
 - 3.02 Matches activities and materials to individual and group skills and needs.
 - 3.03 Identifies, diagnoses, and prescribes remediation for individual or group problems in assigned course work.
 - 3.04 Ensures that instructional activities and materials are clearly related to District, school, and department goals and objectives.
 - 3.05 Provides instruction based on designated instructional guides or develops alternate materials in prescribed District format.
 - 3.06 Looks for and develops applications of mathematical operations and procedures in everyday life.
 - 3.07 Maintains an orderly and supportive classroom environment in which students are actively participating and show respect for one another and for the teacher.
 - 3.08 Maximizes time when students are paying attention and working on tasks directly related to the subject matter.
 - 3.09 Conducts interesting and well-paced classes using a variety of instructional techniques, strategies, and materials.
 - 3.10 Gives clear directions and makes sure students understand what to do before undertaking assignments.
 - 3.11 Assesses, keeps track of, and provides feedback promptly and often to students on their progress and assignments.
 - 3.12 Uses a grading system that is consistent, fair, and supportable.
 - 3.13 Selects and requisitions the required supplies and equipment through the proper school and department channels.
 - 3.14 Ensures that books, materials, and equipment are properly used, maintained and stored, and that inventory records are accurate and current.
 - 3.15 Supervises students in out-of-classroom activities as assigned.
 - 3.16 Participates cooperatively on school, area, and District-wide activities, including development of planned course statements, tests, and textbook adoptions.
 - 3.17 Follows specified standards, policies, and procedures of the department, the building, and District.

Additional Responsibilities:

 - 3.18
 - 3.19
 - 3.20

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4. Minimum Qualifications:

- 4.01 Oregon Teaching Certificate valid for assignment.
 - 4.02 Ability to teach advanced high school mathematics.
 - 4.03 Familiarity with and ability to make appropriate use of technology, such as computers, calculators, manipulatives, and films, etc.
 - 4.04 Familiarity with and ability to use mathematical terminology.
 - 4.05 Develop concepts by moving from concrete to abstract.
- Additional Qualifications:
- 4.06
 - 4.07
 - 4.08

5. Minimum Term of Employment: Teacher Contract.

6. Salary Level: Placement on Teacher Salary Schedule.

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

Approved by: _____
(supervisor)

Date _____

Received by: _____
(staff member)

Date _____