

# **ATHENS AREA SCHOOLS**

# **JOB POSTING**

TITLE: High School Math Teacher

BUILDING: Athens Jr. / Sr. High School

HOURS: Hours and condition as per contract

(Number of hours dependent upon enrollment)

Position available for the 2023-2024 school year.

Description: See attached job description.

For detailed job requirements, please contact High School Principal, John Thompson at 269.729.5414.

Letters of intent should be sent to:

John Thompson, Principal

Athens Jr. / Sr. High School

300 E. Holcomb Street

Athens, MI 49011

Email: thompson@athensk12.org

Telephone: 269.729.5414

DEADLINE: Until filled.

Posted: July 31, 2023

# *Athens Area Schools*

4320 K Drive South, East Leroy, MI 49051

(269) 729-5427 — www.athensk12.org

Athens Jr/Sr High School 269.729.5414

**POSITION:** High School Math Teacher

**LOCATION:** Athens Jr/Sr High School

**REPORTS TO:** BuildingPrincipal

**GENERAL DESCRIPTION:**

This position requires subject area expertise commonly associated with secondary teaching and instruction. Directly related coursework and endorsement is required to perform problem analysis using prescribed principles, methods and concepts. The High School Math Teacher performs decision analysis and makes decisions of considerable consequence, in determining how best to aid students in the learning process. In addition, the High School Math Teacher applies and interprets data, facts, procedures, and policies. This position requires frequent meetings with school administrators, teachers, and other staff to communicate information, data, and alternative problem solutions. The individual in this position will teach High School Math courses that equip students to think critically. This position requires that the individual be self-motivated and a self-starter. Other duties as assigned.

**QUALIFICATIONS:**

* Hold a State of Michigan Secondary Teaching Certificate with Mathematics (EX) endorsement.
* High School Math teaching experience preferred.
* Possess the appropriate Bachelor’s level degree from an accredited institution.

Knowledge of:

* Principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of secondary level students.
* Academic, social, and behavioral characteristics of secondary level students.
* Educational curriculum and instructional goals and objectives, and educational trends and research findings pertaining to comprehensive secondary programming.
* Behavior management and behavior shaping strategies, techniques and methods, and conflict resolution procedures.
* Socio-economic and cultural background differences of the school population.

Ability to:

* Plan, organize, develop, and conduct a comprehensive teaching and instruction program for students at the secondary level.
* Provide appropriate and effective learning experiences for students from a wide range of socio-economic levels and cultural backgrounds.
* Effectively assess the instructional and educational needs of students, and design, develop, and implement sound instructional and educational programs.
* Provide a motivating and stimulating learning environment.

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* Perform research and development activities pertaining to curriculum and instructional programs and innovative and creative pilot projects designed to enhance student educational opportunities and experiences.

**PERFORMANCE RESPONSIBILITIES:**

* Teach and implement district-approved curriculum.
* Evaluate student performance using both formal and informal assessment activities.
* Develop lesson plans and instructional material and provide individualized and small group instruction to adapt the curriculum to the needs of each student.
* Plan and direct instruction, engaging students and increasing academic achievement.
* Maintain a secure and orderly classroom environment which is conducive to academic pursuits.
* Prepare and maintain lesson plans.
* Assist with planning curriculum, lessons and teaching methods, and maintain documentation of student performance.
* Leverage student management system for effective tracking and documentation of student performance.
* Translate lesson plans into developmentally appropriate learning experiences.
* Communicate regularly with parents outside normal classroom day by means of newsletters, notes, phone calls, conferences, etc.
* Establish and maintain standards of student behavior to achieve an effective learning atmosphere.
* Identify student needs and develop strategies for individual education plans (IEP).
* Is available to students and parents for education-related purposes outside the instructional day.
* Establish and maintain appropriate records and reports.
* Conduct parent/teacher conferences.
* Using a growth mindset, seek out and participate in professional development opportunities.
* Maintain regular and consistent attendance and punctuality.
* Maintain a professional personal appearance.
* Adhere to district health and safety procedures as well as Board of Education policies.
* Maintain confidentiality and FERPA laws.
* Possess the ability, flexibility, and willingness to participate, and in some cases organize extra-curricular activities.
* Ability to use educational technology to deepen learning experiences for students.
* Select and requisition books and instructional materials; maintain required inventory records.

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**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret professional periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondences, and procedure manuals. Ability to effectively present information and respond to questions from staff, students, parents, and other personnel as appropriate.

**MATHEMATICAL SKILLS:**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS AND ABILITIES:**

Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on school objectives (school improvement plan goals) and the needs and abilities of students to whom assigned. Must have essential technology skills, i.e. skilled at PC computer, laptop, and other educational technology. Ability to establish and maintain effective working relationships with students, peers, parents, and other community members. Must possess the ability to speak clearly and concisely in written and oral communication. Must be able to meet multiple demands from several people. Must be organized and meet timeline requirements.

**PHYSICAL DEMANDS:**

While performing the duties of this position, it is required to regularly climb or balance, stoop, kneel, crouch or crawl, and talk/hear. Exposure to continuously standing, walking, and occasionally running may occur. The individual may frequently bend or twist at the neck and trunk, squat, reach above the ear or reach forward and repeat the same gross and hand fine motion more than the average person. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by performance of this position include close and distance vision.

**WORK ENVIRONMENT:**

While performing the duties required by this position, the employee may work indoors or outdoors and occasionally in temperatures above or below 95 to 10 degrees Fahrenheit. The noise level in the work environment is usually loud. The employee is frequently exposed to infection at a greater risk than the average person. The employee is directly responsible for the safety, well-being, and work output of students.

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# Athens SR/JR High School

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Athens Jr/Sr High School 269.729.5414

**DEADLINE FOR SUBMISSION OF MATERIALS:**

Until the position is filled.

**APPLY ONLINE AT:**

[**https://www.applitrack.com/calhouncounty/onlineapp/default.aspx**](https://www.applitrack.com/calhouncounty/onlineapp/default.aspx)

**PLEASE SEND COVER LETTER, RESUME, CERTIFICATION CREDENTIALS, AND THREE REFERENCES TO:**

Mr. John Thompson, High School Principal

Athens Jr. / Sr. High School

300 E. Holcomb Street

Athens, MI 49011

Telephone: (269) 729-5414

Or send in a PDF attachment via email to: thompsonj@athensk12.org

*The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.*

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*Athens Area Schools will comply with Titles VI and IX of the Civil Rights Act with Section 504 of the Rehabilitation Act of 1973 as amended. No person on the grounds of race, color, sex, national origin, or handicap will be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity.*

*The district will comply with the Michigan Handicapper’s Civil Rights act of 1977 regarding employment and utilization of educational facilities without discrimination because of religion, race, national origin, age, sex, height, weight, marital status or handicap.*