



Job Description

Job Title: Middle School Math Teacher

Reports To: Principal

Evaluation: Observations conducted quarterly by Department Head. Yearly observation conducted by Principal or Assistant Principal.

Summary: Provides middle school students with quality learning activities and experiences in the math subject area(s) assigned to help them fulfill their potential for spiritual, intellectual, emotional, physical, and social growth. Disciples students in Kingdom living and equips them to fulfill the calling on their lives in order to impact the world for Jesus Christ.

Basic Duties & Responsibilities: The essential functions may include the characteristic duties and responsibilities noted herein. However, this list represents examples only, and is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Model core organizational beliefs, values, and mission statement; communicate openly and effectively within and across teams to maximize student success.
- Develop and maintain a classroom environment conducive to effective learning and appropriate for the spiritual, physical, social, and emotional development of students.
- Develop and implement lesson plans that fulfill the requirements of the school's curriculum for middle school science and show written evidence of preparation as required; present subject matter according to administrative guidelines.
- Actively engage students in the learning process; plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
- Teach middle school science content, including life science, physical science, earth science, and scientific inquiry, as outlined by curriculum standards.
- Monitor and assess the academic progress of students through both formal and informal assessments, ensuring that assessments and feedback are aligned with established goals and objectives. Provide opportunities for relearning and reevaluation of material as needed.
- Identify students who are at-risk and work with the Student Review Committee and administration to develop appropriate strategies to assist these students.
- Utilize technology to strengthen the teaching and learning process.
- Ensure appropriate safety procedures are followed during science laboratories and hands-on activities.
- Monitor attendance of all students in assigned classes and contact parents, counselors, or other school officials regarding intervention plans for students with serious attendance issues.
- Collaborate with other faculty and administration to improve the performance of all students campus-wide.
- Effectively implement the discipline-management procedures approved by the campus; interact with students in an equitable manner, including the fair application of rules.
- Utilize effective communication skills to present information accurately and clearly.
- Establish and maintain professional communication with parents, students, and school personnel; ensure that all interactions are supportive, courteous, and respectful; approach others in a spirit of love demonstrated by the Fruit of the Spirit.

- Participate in professional development activities that are aligned with campus goals, assigned subject content, and the varied needs of students.
- Maintain accurate and complete records; file all physical and computerized reports, records, and other documents required.
- Participate in chapel, devotions, and faculty meetings; serve on staff committees as required.
- Comply with all policies, operating procedures, legal requirements, and verbal and written directives.
- Comply with Harvest Christian Academy's Professional Code of Ethics and Standard Practices for Staff and Faculty.
- Perform other related duties as assigned.

Personal Qualifications

- Be a born-again Christian.
- Have a personal, growing relationship with Christ.
- Adhere to Harvest Christian Academy's statement of faith.
- Faithfully attend (in person) a local, Bible-believing church.
- Live a lifestyle in accordance with Scripture.

Skills & Knowledge

- Knowledge of the Bible and the science subject(s) assigned.
- Knowledge of curriculum and instruction.
- Strong organizational, communication, and interpersonal skills.
- Ability to instruct students and manage their behavior.
- Ability to be patient, flexible, and versatile.
- Basic technology competencies.
- An understanding of the emotional, physical, and spiritual needs of students under your care.

Qualifications

Education/Certification

- Bachelor's degree in Science or assigned area; Master's degree preferred.
- Valid Texas teacher certificate in the assigned area preferred.
- ACSI certification or willingness to pursue certification.

Experience

- Student teaching experience preferred.

Mental/Physical/Environmental Demands

- Maintain emotional control under stress.
- Frequent standing, stooping, bending, pulling, and pushing.
- Frequent moving of small stacks of textbooks, media equipment, laboratory materials, desks, and other classroom equipment.
- Occasional prolonged and irregular hours.

Intent & Acknowledgement: *This description is intended to indicate the kinds of tasks and levels of work difficulty required of positions given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*

Print Name: _____

Date: _____

Employee Signature: _____