

**Title:** Math Enrichment and Support Teacher  
**Classification:** Salary; Exempt

**Status:** Full-time; 9.5 months  
**Reports to:** Head of Lower School

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### JOB SUMMARY

The Math Enrichment and Support Teacher is a full-time 9.5-month position and reports directly to the Head of Lower School. Major responsibilities of the position are to work with small groups of students regularly to either enrich or support math skills. The majority of the work will be done with students in 1st and 2nd grades but could include work with students in other grades. The Math Enrichment and Support Teacher is responsible for planning and implementing differentiated small group instruction. This teacher works with the classroom teachers to determine groups and student needs. In addition, this teacher can provide activities for classroom teachers to use to enrich and support math skills in the classroom.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

- Work and plan collaboratively with classroom teachers
  - Plan and execute developmentally appropriate lessons to meet subject objectives.
  - Develop math lessons to develop, review, and extend skills.
  - Differentiate instruction for students based on ability and/or interest.
  - Utilize flexible small groups and individual student conferences to personalize instruction.
  - Create lessons that build conceptual understanding of math concepts.
  - Plan enrichment activities that extend skills to promote critical thinking and problem solving.
  - Familiarity with number talks, lesson strings, and cognitively guided instruction (CGI) is preferred.
  - Familiarity with the work of math leaders such as Graham Fletcher, Jennifer Bay-Williams, Christina Tondevold, Kim Sutton, and Kathy Richardson is preferred.
  - Create lessons and projects that promote student collaboration.
  - Support our IMPACT curriculum which focuses on habits of work and mindfulness.
  - Familiarity and comfort using Google products and other digital tools.
  - Participate in grade level team meetings to plan and align grade level lessons and activities.
  - Partner with the classroom teachers on conferences with parents as needed.
  - Provide input on progress of students to classroom teachers throughout the year, especially at conference and report card times.
  - Manage and monitor student learning.
  - Assist with extra-curricular activities and duties as assigned.
  - Coordinate and collaborate with other teachers and administration to develop the total child.
  - Adhere to Parish Episcopal "Characteristics of Effective Teaching"
  - Promote the school's statement of mission and philosophy.
  - Maintain professional credentials as required by Independent Schools Association of the Southwest (ISAS) or other accrediting agencies.
  - Perform assigned duties such as carpool, lunch, and recess duties.
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### MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

- Attends Staff Development Meetings
- Attends Chapel
- Attends Division Meetings
- Attends Department & Team Meetings

- Attends school events such as Lower School Night, Admission Open House, Field Trips/Class Trips

## QUALIFICATIONS

### Education and Experience:

- Bachelor's Degree; relevant Master's Degree preferred.
- 3-5 years teaching experience.

### Job Knowledge, Skills, and Abilities:

- Knowledge and experience in using a hands-on, active approach to teaching and learning with elementary students.
- Command of the subject matter and the developmental needs of elementary students.
- Creative, energetic, and innovative spirit.
- Self-motivated and willing to participate in ongoing professional development and independent learning to meet the necessary demands of the position.
- Excellent communication and organizational skills.
- Enthusiasm, commitment, and dedication to the continued development of Parish initiatives.

## WORKING ENVIRONMENT | PHYSICAL AND MENTAL REQUIREMENTS

*These are the physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these requirements will not automatically disqualify a candidate or employees from the position. Upon request for a reasonable accommodation, the School may be able to adjust or excuse one or more of these requirements, depending upon the requirement, the essential function to which it relates, and the proposed accommodation.*

### Working Environment:

- Office Environment
- Classroom Environment
- Works Primarily with Students
- Works Primarily with Adults; Some Exposure to Students
- Travel - Light
- Travel - Heavy
- Evening and/or Weekend Commitment - Light
- Evening and/or Weekend Commitment - Heavy
- Inside
- Outside
- Works with Others
- Works Alone
- Extreme Heat
- Extreme Cold
- Noise

### Physical Requirements:

- Seeing

- Color Perception
- Hearing
- Clear Speech
- Touching (Hand and Finger Dexterity)
- Sitting
- Fine Finger Manipulation in Use of Computer
- Standing
- Ability to Move Distances
- Hillcrest Campus includes 5 buildings, 10 acres
- Midway Campus is 350,000 square feet, 50 acres
- Driving
- Climbing
- Balancing
- Kneeling
- Crawling
- Reaching
- Twisting or Bending at Waist
- Pushing or Pulling

- Lifting 0 - 20 pounds
- Lifting 0 – 40 pounds
- Lifting 0 – 75 pounds
- Carrying 0 - 20 pounds
- Carrying 0 – 40 pounds
- Carrying 0 – 75 pounds

### Mental Requirements:

- Reading - Simple
- Reading - Complex
- Writing - Simple
- Writing - Complex
- Clerical
- Basic Math Skills
- Analysis and Comprehension - Simple
- Analysis and Comprehension - Complex
- Decision Making - Simple
- Decision Making – Complex
- Exercise Discretion - Simple
- Exercise Discretion - Complex

*The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.*

March 2023