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**Title:** Middle School Mathematics: 6<sup>th</sup>/7<sup>th</sup>  
**Classification:** Salary; Exempt

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

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### JOB SUMMARY

The Middle School Mathematics position is a full-time 9.5-month position and reports directly to the Head of Middle School. Major responsibility of the position is to develop and execute teaching plans for assigned subjects and counsel with students and parents to meet subject objectives.

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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.*

- Plan and execute developmentally appropriate units and lessons to meet subject objectives.
- Differentiate instruction for students based on ability and/or interest.
- Work and plan collaboratively with teaching team and department.
- Act as the advisor for one section of students. Advisors serve as the point person for communication with the parents of the advisory students.
- Conduct parent teacher conferences at scheduled intervals and on an as needed basis.
- Manage and monitor student learning.
- Assist with extra-curricular activities as assigned.
- Coordinate with other instructors and administration to develop the total child.
- Prepare course materials, i.e.: Teaching and examination materials, articles, workbooks, manuals, etc.
- Adhere to Parish Episcopal "Characteristics of Effective Teaching."
- Promote the school's mission and philosophy.
- Prepare students for next grade level.
- Maintain professional credentials as required by Independent Schools Association of the Southwest (ISAS) or other accrediting agencies.
- Perform assigned duties such as carpool and lunch duties.
- The use of technology in instruction is an expectation as well as being able to provide a basic level of support to students in a BYOD environment. Additionally, candidates should be proficient in utilizing technology for administrative functions including, but not limited to, grading, attendance, resource sharing, and communications.

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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 Middle School Night, Admission Open House, Fieldtrips/Class Trips

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### QUALIFICATIONS

#### Education and Experience:

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

### Job Knowledge, Skills, and Abilities:

Parish Episcopal School is actively seeking a full-time Middle School mathematics instructor. The position will require teaching sections across two grade levels. Sponsoring the Middle School MathCounts team may also be required. A bachelor's degree is required; master's degree is preferred. A typical full-time position involves teaching five sections of classes and advising a group of students. Faculty members are also expected to be involved in student life activities outside of the classroom. In addition, faculty members are expected to attend class outings and class trips.

Candidate must have excellent communication skills and command of subject matter with tact in dealing with parents, other instructors, and children in school setting. Must have experience working with children and demonstrate desire to do the same. Maintaining classroom structure, exercising good judgment, and setting good examples for students, and complying with school standards as they relate to faculty conduct are essential. Outside of classroom instruction, all teachers will have other responsibilities including, but not limited to, lunchroom and carpool duties and field trip/class trip participation.

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### 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 382,000 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

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*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.*

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