
Title: Middle School Math Lab Teacher
Classification: Non-Exempt

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

JOB SUMMARY

This full-time position will assist in carrying out specific objectives related to math individual tutoring services and academic support provided students grades 5-8. The Math Lab is designed to provide individual and small group tutoring for students, provide a quiet place for testing, and support the math teachers with intervention and enrichment.

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.

- Provides individual and group assistance to students in grades 5-8 relative to math academic needs.
 - Communicates with middle school math teachers regarding specific classroom problems (e.g. academic needs, organizational needs, accommodations, self-esteem) and collaborates to facilitate the integration of academic activities into the curriculum to address/support the teachers.
 - Contribute positively to employee morale, maintain a positive, pleasant demeanor to all constituencies, and provide positive encouragement to students.
 - May be asked to cover Math classes in the event of a faculty absence.
 - 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 Division Meetings
 - Attends Department & Team Meetings
 - Attends Chapel
 - Attends Conferences as needed
 - Attends school events such as Middle School Night, Admission Open House, Fieldtrips/Class Trips
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QUALIFICATIONS

Education and Experience:

- A Bachelor degree in an academic field of education or math.
- 3 years of experience preferred.

Job Knowledge, Skills, and Abilities:

Parish Episcopal School is actively seeking a full-time Middle School Math Lab teacher. Sponsoring the Middle School MathCounts team may also be required. A bachelor's degree is required. 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.

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.
