



**Job Title: Upper School Math Teacher**

Position Title: Upper School Math Teacher	Reports to: Head of Upper School
Job Category: Professional	FLSA: Exempt
FTE: 1.0	Current Date: April 2024

**General Summary:** Supports the School’s mission through teaching Math in the Upper School’s Math program. Provides innovative instruction to meet a variety of student needs, in alignment with the School’s curriculum goals. Leads students towards fulfillment of their potential for intellectual, emotional, social, and physical growth and maturation. Performs complex professional work, while motivating students to develop skills in the area of Math.

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**Essential Duties and Responsibilities:**

- Increases the academic performance of all students in the Math content area by creating a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students.
- Plans instruction consistent with the School’s approved curriculum for Upper School Math.
- Creates a supportive learning environment for all students that encourages social interaction, active engagement in learning, and self-motivation.
- Plans a program study that meets the individual needs, interests, and abilities of students.
- Collects, analyzes, and reports data on the effectiveness of Math instruction continuously.
- Works collaboratively with the Math team to advise, plan, and implement effective interventions.
- Prepares for classes as assigned and shows evidence of lesson preparation upon request.
- Establishes appropriate plans for substitutes.
- Develops appropriate formative and summative assessments to guide instruction and assess student learning.
- Provides regular feedback to students and parents, and uses assessment data to make instructional decisions.
- Works collaboratively with administrators to strengthen the Math program.
- Initiates, implements, and coordinates a variety of program components which will further enrich the School’s Math program.
- Establishes and maintains standards of student behavior needed to achieve an optimal learning atmosphere in the classroom.
- Promotes students’ educational and career objectives by providing individual assistance, preparing letters of recommendation, etc.
- Ability and desire to serve as an advisor to a small group of students.
- Attends and participates in professional meetings, including collaborative teams, division meetings, and professional development.
- Completes other tasks as deemed appropriate by the Upper School Administration.

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**Knowledge, Skills and Abilities:**

- Strong content knowledge in Math
- Secure knowledge of best practices in Math instruction



- Ability to differentiate instruction in mixed ability classrooms
- Strong classroom management skills with the ability and the desire to work with a diverse student body
- Ability to work collaboratively with others and maintain positive professional relationships
- Ability to read, comprehend, follow and give oral and written instructions
- Excellent writing and communication skills
- Strong interpersonal skills; energy and enthusiasm
- Excellent organizational skills with a strong degree of self- direction and motivation
- High level of maturity, confidentiality, and assertiveness
- Capable of using tact and diplomacy in dealing with others
- Capable of competently operating technology
- Aptitude or background to teach Advanced Placement (AP) Statistics a plus

**Education and Experience:**

- **Bachelor’s or Master’s Degree in Math or Education; Master’s Degree preferred**
- **3-5 years teaching experience**
- **Experience in educational technology**

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer screen and various reports. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and ability to adjust focus.				X
Hearing: Must be able to hear well enough to communicate with students, employees, and others.				X
Standing/walking/sitting				X

Climbing/Stooping/kneeling/ balancing.		X		
Lifting/pulling/pushing up to 5-25 lbs. (i.e. boxes of books and mobile computer carts, etc.)		X		
Manual dexterity to operate computer and office equipment.				X
Bending at the neck and waist.			X	
Communication: Ability to talk, hear, and express and understand ideas and thoughts. Able to meet multiple demands from several people and interact with public and staff.				X

**Working Conditions:** Good working conditions in a school environment

**Drug Free Workplace:**

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment at University School of School of Milwaukee pursuant to the Substance Abuse/Drug Free Workplace policy.

**Disclaimer:**

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding the position and additional rules may be assigned.*