



HAWAII BAPTIST ACADEMY JOB DESCRIPTION

JOB/POSITION TITLE: Middle School Math Teacher

OFFICE/CAMPUS: Dan Kong School Campus

REPORTS TO: Middle School Principal (and Upper Campus Department Chair)

STATUS: 10 months (exempt)

FACULTY SALARY RANGE: \$53,000 - \$85,000

PRIMARY PURPOSE: To instruct students in and assist them with developing spiritually, intellectually, physically, socially, and emotionally. Responsible for planning and teaching math lessons to 7th grade (Pre-Algebra). The successful candidate will create a learning environment that fosters spiritual, academic, and emotional growth, and encourages students to develop their mathematical and critical thinking skills.

ESSENTIAL DUTIES/FUNCTIONS:

- Understand the major philosophical principles of Middle School education and develop lessons that are developmentally appropriate
- Prepare daily lesson plans and materials for the classroom
- Evaluate curriculum
- Prepare or update curriculum maps that chart the learning targets and outcomes of each unit of study
- Instruct students by implementing lesson plans and objectives into the classroom setting
- Motivate students to learn both the facts and the application of material
- Monitor and correct student behavior as appropriate
- Evaluate students' progress through use of both formative and summative assessments
- Enter grades so that timely interim and final grade reports can be Issued
- Communicate progress of students during parent-teacher conferences
- Supervise students in the classroom and in the cafeteria/student spaces
- Able and willing to share faith in Jesus Christ with students as appropriate

OTHER DUTIES/FUNCTIONS:

- Order supplies, equipment, materials
- Serve as a Homeroom and Class Advisor
- Attend weekly chapels, faculty and team meetings, and relevant school functions (e.g. Orientation, Ohana Night, Kuikawa, Academic Awards Night, one grade-level camp a year, etc.)
- Work collaboratively with colleagues in the department, which may include co-teaching
- Prepare required Progress Reports and schedule conferences with parents
- Provide tutoring for students during designated times within the school day

- Plan and implement special events
- Attend professional development events and workshops
- Other duties as assigned

CORE VALUES REQUIRED OF ALL EMPLOYEES OF HBA: An employee of HBA must demonstrate the following core values:

- Humility: We cultivate humility by acknowledging the goodness of God and the reality of sin, by taking time to be contemplative, by being open to change, and by knowing that there is and will always be more to learn.
- Curiosity: We cultivate curiosity by asking questions, by seeking opportunities to learn, by trying new things, and by persevering in our quest for answers.
- Love: We cultivate love in community by striving for peace, by eliciting and sharing ideas, by constructively expressing and resolving disagreements, by respecting differences and loving all people, and by asking and offering forgiveness.
- Commitment: We express our commitment by speaking truth and taking responsibility, by caring for God's creation, and by using our talents and resources to work toward the good of humanity.

WORKING CONDITIONS:

- Equipment and Technology Use: Computer, tablet, smartboard, whiteboard, Google drive and other applications, photocopier, multi-line telephone, and other equipment and applications for specialty classes (e.g., laboratory instruments and probes, graphing calculator, cameras, etc.)
- Work Hours: 7:30 a.m. - 3:00 p.m. Monday - Friday (until 4 p.m. on one weekday for faculty meetings) with occasional evening and weekend work, and one grade-level camp per year
- Mental Demands: Decision-making, good judgment, alert, attention to detail, concentration, mathematical ability.
- Physical Demands: Kneel, bend, squat, lift, push, pull and carry objects. Ability to cope with noisy classroom environments. Wide field of vision, corrected vision, projecting voice.

QUALIFICATION REQUIREMENTS:

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of their life and; demonstrate a living relationship with Jesus Christ as described in "The Baptist Faith and Message: the tenets of the Southern Baptist denomination.
- Skills/Knowledge: In-depth knowledge of subject area, ability to communicate and break down content at an age-appropriate level to students. Able to command a classroom. Effective written and verbal communication. First Aid Training and CPR.
- Education/Training: BA or B.Sc. degree from an accredited college or university in Engineering, Mathematics and/or Secondary Math Education. Master's degree preferred.

**The pay rate reflects the range of pay for faculty, which is dependent upon educational degree and years of relevant experience.*