

Carlynton School District

Job Description



Position: Secondary Mathematics Teacher

Reports to: Building Principal

FLSA Status: Exempt

Employment: Full Time

Position Summary:

The Mathematics-certified educator will teach courses that develop students' mathematical reasoning, problem-solving abilities, computational fluency, and analytical thinking skills. Course and program content in this area includes, but is not limited to, number sense, algebraic concepts, geometry, measurement, probability, statistics, mathematical modeling, data analysis, financial literacy applications, and advanced mathematical concepts.

Other courses and programs which the Mathematics-certified educator is certified to teach may include Algebra I, Algebra II, Geometry, Consumer Mathematics, Probability and Statistics, Pre-Calculus, Calculus, Applied Mathematics, Financial Mathematics, STEM-related mathematics courses, and other secondary mathematics programs aligned to Pennsylvania Academic Standards.

The Secondary Mathematics Teacher provides engaging, standards-aligned instruction that prepares students for postsecondary education, workforce readiness, career pathways, and responsible citizenship through the application of mathematical concepts to real-world situations.

Professional Qualifications

- Valid Pennsylvania certification as a **7-12 Mathematics**

Essential Duties and Responsibilities

Instructional Responsibilities

- Plan and deliver engaging instruction in mathematics courses and programs.
- Teach mathematical concepts and skills aligned to Pennsylvania Academic Standards and district curriculum.
- Develop students' abilities in mathematical reasoning, critical thinking, problem-solving, and quantitative analysis.
- Utilize real-world applications and project-based learning experiences to demonstrate the relevance of mathematics.
- Integrate technology, graphing tools, mathematical software, and digital learning resources into instruction.
- Develop instructional activities that promote mathematical inquiry, data analysis, and evidence-based reasoning.
- Incorporate financial literacy, career readiness, and workforce-related mathematical applications when appropriate.
- Differentiate instruction to support diverse learners and varying academic skill levels.
- Utilize assessment data to inform instructional decisions and support student growth.
- Provide intervention, enrichment, and individualized support to address student learning needs.
- Foster student confidence, perseverance, and engagement in mathematical learning.

Classroom Environment and Technology Management

- Maintain a safe, organized, and technology-rich classroom environment.
- Monitor and maintain instructional technology equipment and software used within the classroom.
- Promote responsible use of technology and adherence to district acceptable use policies.
- Supervise students during classroom activities involving computers, software, and online resources.

Assessment and Student Growth

- Develop and administer assessments aligned to curriculum standards and program competencies.
- Analyze student performance data to guide instructional planning and intervention strategies.
- Maintain accurate student grades, attendance, and progress records.
- Provide timely and constructive feedback to students regarding academic and career readiness skills.

Collaboration and Professional Responsibilities

- Collaborate with administrators, counselors, teachers, and community partners to support student achievement and career readiness initiatives.
- Participate in curriculum development and program improvement efforts related to business and technology education.
- Maintain current knowledge of industry trends, emerging technologies, and instructional best practices.
- Participate in professional development opportunities related to BCIT education and workforce readiness.
- Communicate effectively with students, families, staff, and community stakeholders.
- Comply with all district policies, administrative regulations, and state/federal requirements.
- Perform other duties as assigned by the building principal or district administration.

Additional Expectations:

- Maintain accurate records of student contacts, referrals, and interventions in compliance with state and federal requirements.
- Engage in professional development to remain current with best practices, policies, and laws related to the roles and responsibilities to this position.
- Uphold confidentiality, ethical practices, and the mission of the Carlynton School District.
- Performs other duties as assigned by the Building Principal.

Position Qualifications

Professional Competencies

- Demonstrated proficiency in computer and technology skills related to data collection, record maintenance, communication, and office operations.
- Ability to manage multiple responsibilities, prioritize tasks effectively, and meet established deadlines.
- Ability to communicate clearly and professionally with administrators, staff, students, parents, substitutes, and community stakeholders.
- Knowledge and effective use of communication methods and technology appropriate to assigned responsibilities.
- Ability to identify concerns, analyze problems, and recommend appropriate solutions.
- Ability to exercise initiative, sound judgment, and decision-making within established administrative guidelines.
- Ability to maintain confidentiality regarding District operations, personnel, and student information.

Interpersonal Skills

- Ability to establish and maintain positive and productive working relationships with students, parents, staff, administration, and community members.
- Ability to listen, respond, and interact with others in a professional, respectful, and courteous manner.
- Ability to work collaboratively as a team member, coordinator, or leader as assigned.
- Demonstrated ability to promote a positive, cooperative, and service-oriented work environment.
- Ability to manage responsibilities and challenges in a fair, consistent, and equitable manner.
- Ability to work effectively in environments with frequent interruptions and changing priorities.

Position Expectations

Professional Responsibilities

- Demonstrates professionalism, dependability, and accountability in all job responsibilities.
- Adheres to District policies, procedures, and established chain of command.
- Responds appropriately to supervision, direction, and feedback.
- Demonstrates initiative and the ability to work independently with minimal supervision.
- Maintains appropriate professional appearance and conduct for the work environment.
- Incorporates innovative and progressive practices when appropriate to support District goals.
- Reports to work on time, maintains regular attendance, and uses work time efficiently and productively.

Organizational Skills

- Organizes work responsibilities and office/classroom operations efficiently to accomplish assigned tasks.
- Effectively plans, prioritizes, and manages multiple assignments, projects, and deadlines.
- Demonstrates flexibility and adaptability in response to changing work demands and priorities.

Technical Skills

- Demonstrates the ability to learn and effectively use new and existing software, hardware, and instructional technologies.
- Maintains working knowledge of standard office equipment and productivity tools.
- Produces written communication that is clear, concise, grammatically correct, and professionally formatted.
- Demonstrates proficiency in Microsoft Office/G-Suite applications and related technology tools, including:
 - Word processing and document formatting
 - Spreadsheet development and basic formulas
 - Presentation software and digital communication tools
 - Desktop publishing and graphic design applications as applicable to the position

Physical Demands

- Ability to traverse throughout school buildings and District facilities as needed.
- Ability to sit or stand for extended periods of time.
- Ability to lift, move, or transport materials and equipment weighing up to 30 pounds.
- Manual dexterity sufficient to operate office equipment and computer technology.
- Ability to perform repetitive hand and finger movements associated with keyboard and computer use.

Work Environment:

- The employee primarily works in an educational environment that includes classrooms, offices, common student areas, and school activity settings.

Driver's License:

- Must have a valid driver's license.

Clearances:

- Every employee must submit an Arrest/Conviction Report and Certification Form as required under Pennsylvania Act 24 of 2011, Act 34 (Criminal Record Check), Act 151 (Child Abuse History Check), FBI (Federal Bureau of Investigation) Criminal History Check, Act 126 (Part I) Recognizing Child Abuse and Mandated Reporter Training, and Act 126 (Part II) Professional Ethics & Educator Discipline Act.

- As per Act 15 of 2015, all clearances must be renewed every five (5) years. Also, as of December 22, 2014, Act 168 of 2014 requires all newly hired employees to provide the District with the Sexual Misconduct/Abuse Disclosure Release Form for all former employers in which they had direct contact with children and any current employer/s. The District may not hire any applicant for a position until the employment history review process has been completed.

Terms of Employment:

- Work year, schedule, salary and benefits defined as per the Collective Bargaining Agreement between the Carlynton School District and the Carlynton Federation of Teachers.

Evaluation:

- Performance will be evaluated by the Building Principal in accordance with Act 13 and the Carlynton Federation of Teachers Collective Bargaining Agreement evaluation procedures.
- This job description is subject to change as determined by the Superintendent.
- Approved by Administration and provided to the Board of School Directors on ENTER DATE HERE.